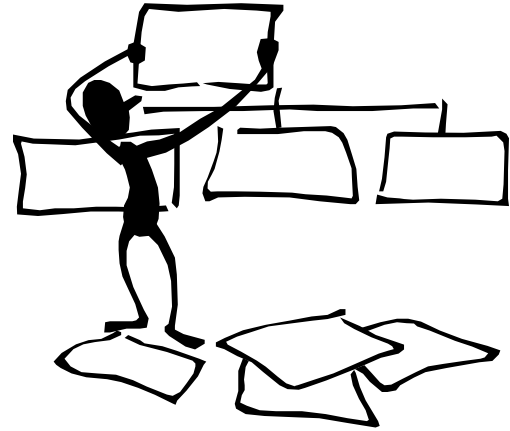


# ***Modified Certificate/Degree Form in ACRES***

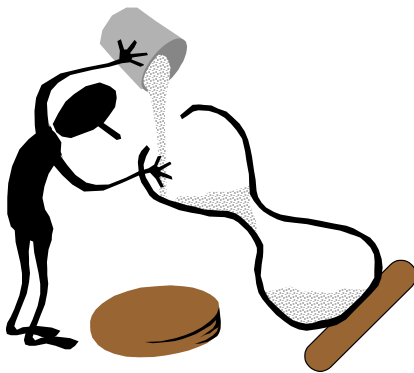
Use the Modified Certificate/Degree form to make modifications or changes to any component of an established certificate or degree.



## **What information is needed to propose a Modified Certificate or Degree?**

On the next page you will find a copy of an electronic form with all the information you will need to propose a modified certificate or degree in ACRES. You may request the form from the Curriculum Office or you can logon on to the CAC website and download the electronic copy ([http://www.centralaz.edu/Home/About\\_Central/Curriculum\\_Development/ACRES\\_Planning\\_Worksheets.htm](http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm)). There is also a blank form on page 278 that you may copy and pencil in your changes.

After the form is saved on your computer, type the information into the form without logging on to ACRES at this time. Be sure to spell check and save your work! When the form is complete and you are satisfied with your proposal, simply logon to ACRES and cut and paste the information from your MS Word form into the Modified Certificate/Degree form.



Verify all of the information was entered in the correct fields, all required information (red asterisks) is included, then click the submit button.

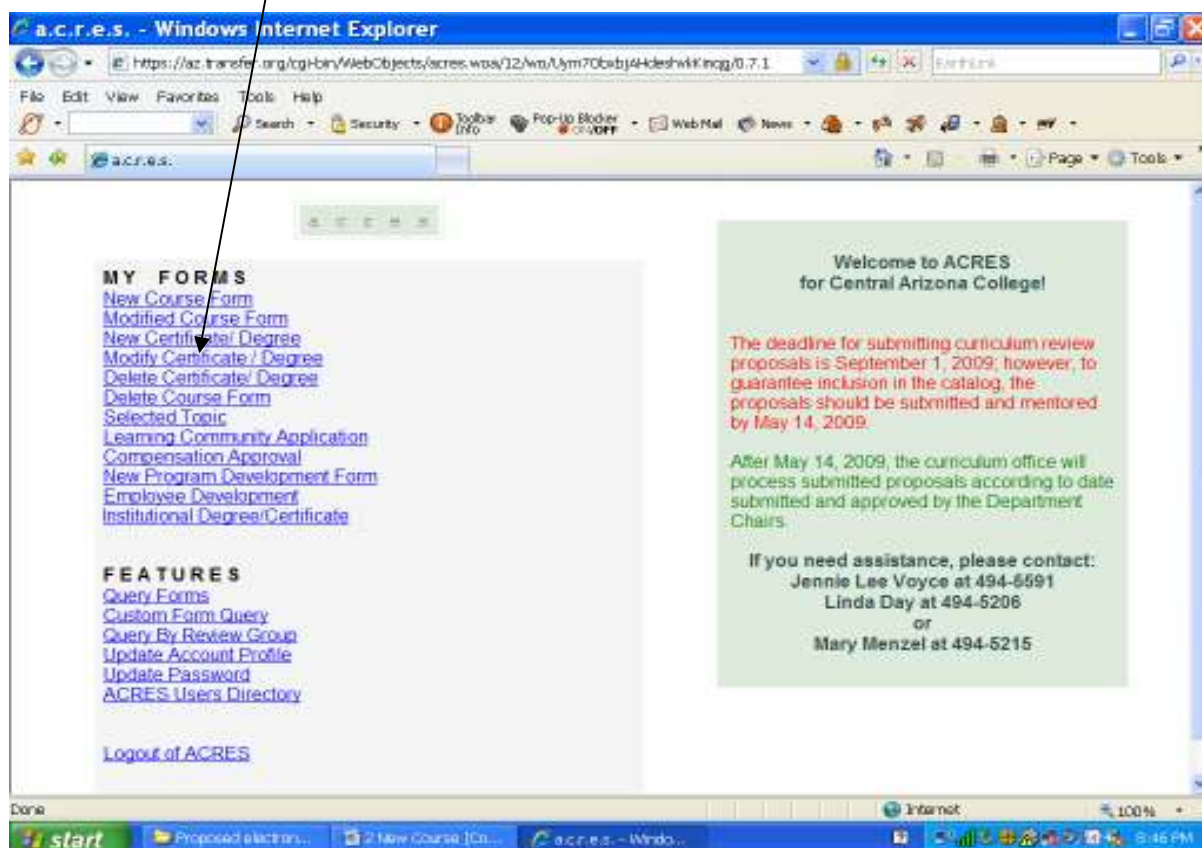
## Modified Certificate/Degree Form Planning Worksheet

Required information:	Proposed information:
Department:	Who is responsible for this certificate or degree?
Title:	Please limit the title to 50 spaces or less.
Proposed Changes:	List the area of this form you are changing. Example: “changing description, semester hours, and list of required courses.”
Rationale for Changes:	Why are you making these changes?
Previous Title:	What was the previous title?
Program Description for the Catalog:	The description should be no more than 3-5 sentences in length and should describe what the student will be able to know or do after completion of this certificate or degree. Please refrain from making the description an advertisement.
Effective Year:	Typically this will be the next calendar year.
Effective Semester:	Please remember, if the course is effective in the spring semester, it will not be included in the catalog until the following fall.

Campuses:	Check all campuses where this program may be offered. If the program is to be taught online, or could be taught at any location, please choose “Statewide/District – DSP” instead of each individual location.
Semester Hours:	Total hours required to complete the degree or certificate.
Prerequisites:	Courses or certifications that should be completed BEFORE starting on the coursework for this certificate or degree.
Corequisites:	Any courses that should be taken at the same time? For a certificate or degree, this is generally “none.”
Recommended Proficiencies:	What should students know or be able to do before starting this certificate or degree? Is there a professional license they must have before starting this program? If this is an absolute requirement, would it be better as a prerequisite?
List of course requirements for the catalog:	List the courses according to the model in the catalog under the appropriate degree. For example, if this is an AAS, list the General Education requirements first, then the major courses, and then the CAC requirements.
Learning Outcomes:	<p>Remember there should be 1 or 2 student learning outcomes for each major area covered in this certificate or degree, but no more than 12 to 15 outcomes total.</p> <p>Please use the objectives builder found at <a href="http://radiojames.com/ObjectivesBuilder/">http://radiojames.com/ObjectivesBuilder/</a></p> <p>Remember you can cut and paste directly from the Objectives Builder to ACRES. In doing so, please include the level. Starting this year (2009), the Curriculum Office is requiring the Bloom’s Taxonomy level on all outcomes (objectives). Please remember to number the outcomes.</p> <p>For more information on the Objectives Builder, go to page 208.</p>

Standards/Assessments:	Please make sure the standards/assessments are measurable and cover all the outcomes. Please number these also. They do <b>not</b> have to match the outcomes one-to-one.
Attachments:	Add any attachments or additional information that should be considered when reviewing this course. This may include advisory committee minutes, notes from ATF meetings, etc. For the steps to attach a form to the proposal, see page 145.

Once you have all the information needed for the certificate or degree, logon to ACRES, and select the Modify Certificate/Degree Form.

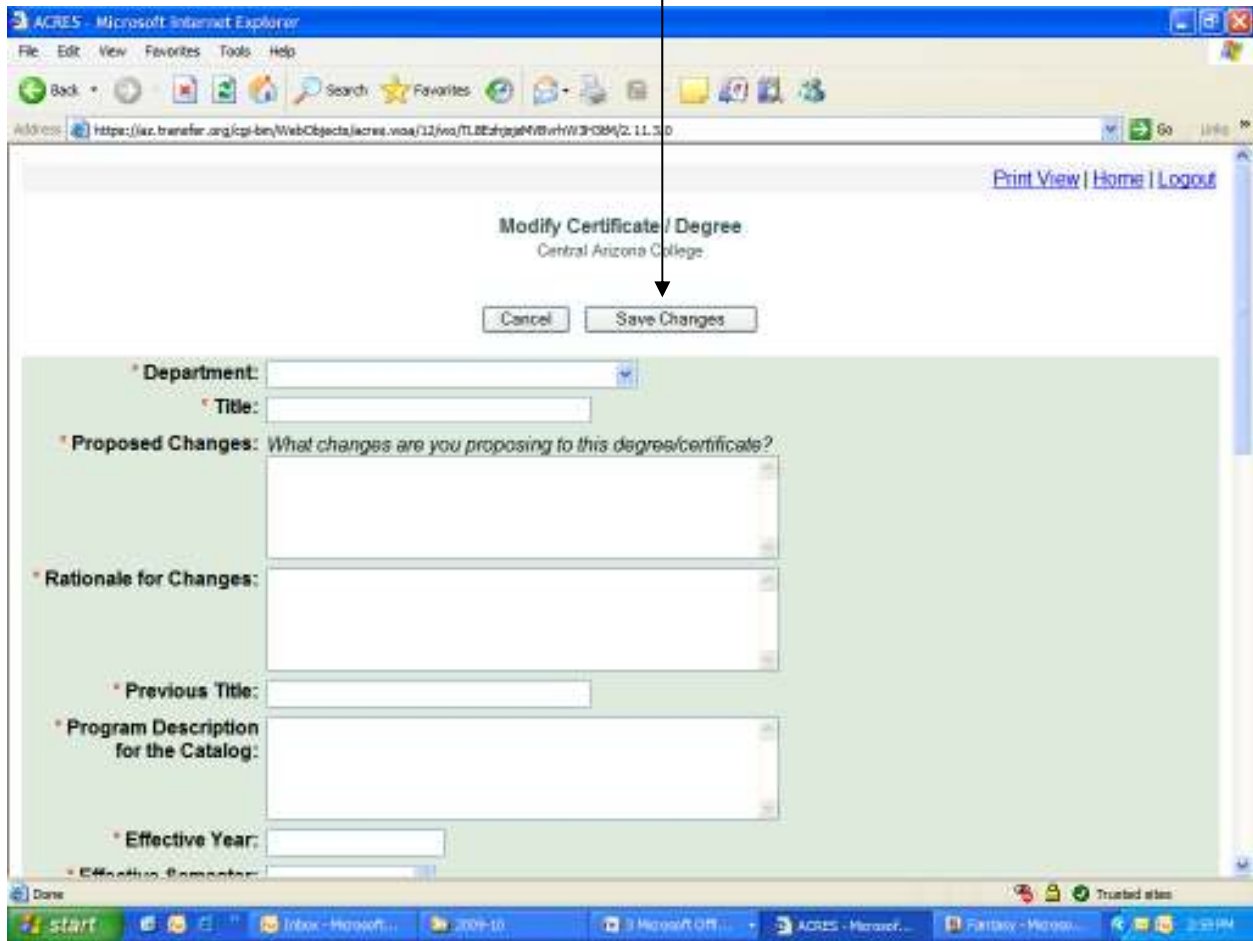


Type the information or cut and paste from the planning worksheet, but please remember to save often!

**Q & A:**

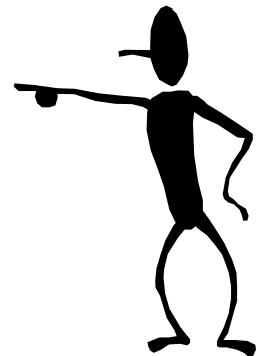
How do I save my document?

Save by clicking on the “Save Changes” button anytime (and frequently).



ACRES will time out after 60 minutes if you are not moving from page to page or saving on a regular basis. If you don't save, you take the risk of losing all your work! This is why typing and saving the information in the electronic form provided by the Curriculum Office can be a great time and sanity saver if you are timed out!

When all the fields are populated, you should see a “Final Submit” button at the top of the screen.

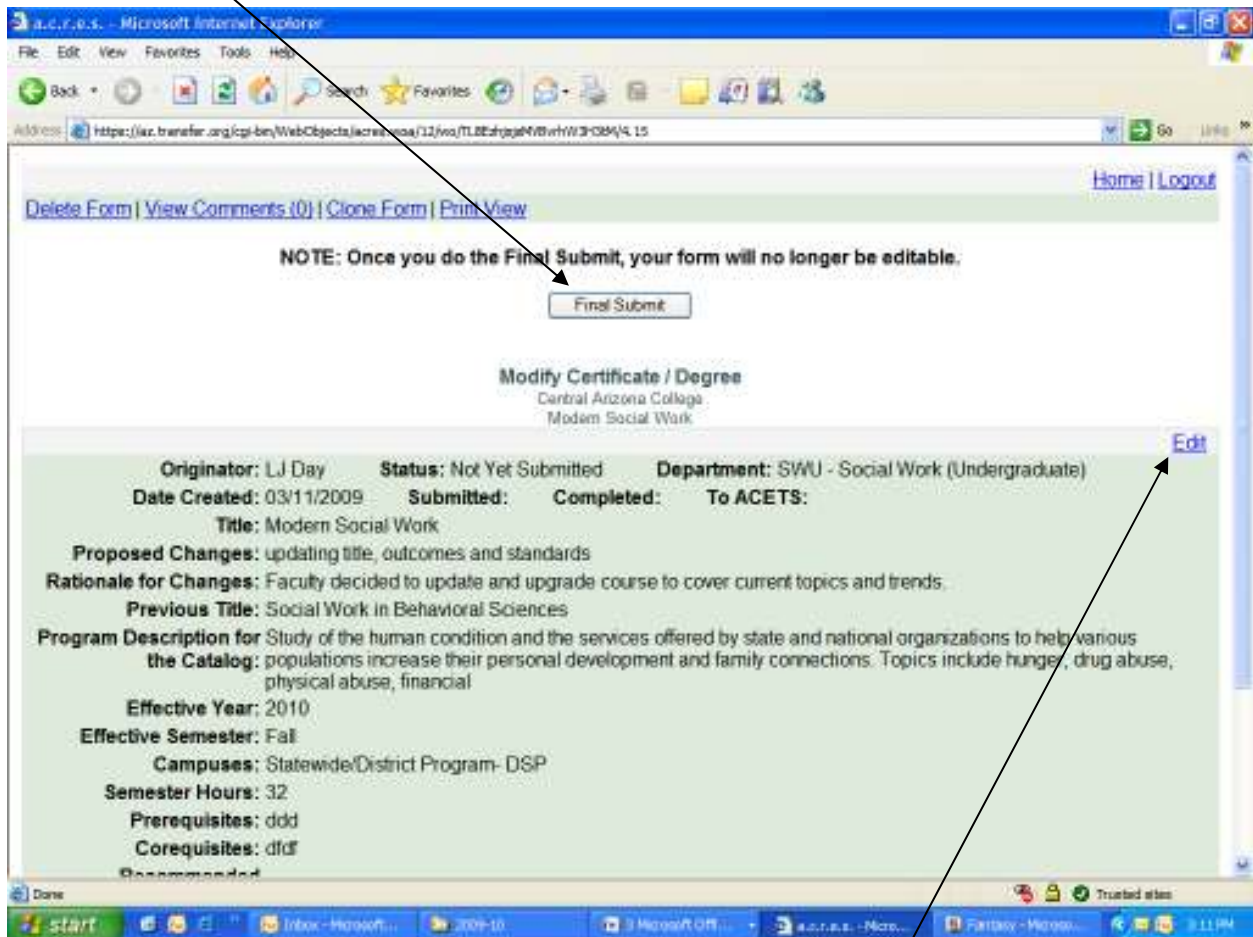


If you do not see a “Final Submit” button at the top of the page, information in a required field marked with a red asterisk must be missing. This is what the message in red is telling you.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web form titled "Modify Certificate / Degree" from Central Arizona College. At the top of the page, a red message states: "Your form has been saved! You may return to your work at any time. However, fields with a \* on this form are mandatory. You must complete these fields before the Final Submit." Below this message is a "Save Changes" button. The form contains several fields, each marked with a red asterisk to indicate it is mandatory: "Department" (a dropdown menu set to "SWU - Social Work (Undergraduate)"), "Title" (a text box containing "Modern Social Work"), "Proposed Changes" (a large text area with the prompt "What changes are you proposing to this degree/certificate?"), "Rationale for Changes" (a text box containing "Faculty decided to update and upgrade course to cover current topics and trends."), "Previous Title" (a text box containing "Social Work in Behavioral Sciences"), and "Program Description for the Catalog" (a text box containing "Study of the human condition and the services offered by state and national organizations to help various populations increase their personal"). A black arrow points from the red message to the "Proposed Changes" field, which is currently empty.

Look at all the fields carefully and verify all fields have information in them. When you've found the one needing additional information, enter it, and click “Save Changes” again.

The “Final Submit” button should be at the top of the next screen. If you do not see the “Final Submit” button, you will need to repeat the previous step until all required fields are populated with information.



When all information is entered in ACRES, review the form for typos and additional corrections or missing information. If you are completely satisfied with the information, click the “Final Submit” button and ACRES will automatically route the form to the next group or person for review.

If you need to make a change, click on the blue “Edit” button on the right hand side of the screen. It will take you back to the page where you can edit any of the information in any of the fields.

Once all the information is as you want it, click on “Save Changes” and click on “Final Submit” to begin the review process.

After submission, if you need to make changes, please call the Curriculum Office. We will either make minor corrections for you or send it back to you for editing.



## Where does my modified certificate or degree proposal go when I click “Final Submit?”

The following table is taken directly from ACRES and shows the path your proposal will follow to be reviewed, approved, and activated. Each line lists the name of the group or person reviewing the proposal. The “Help Text” gives you a short description of what that named group or person will be doing with the proposal.

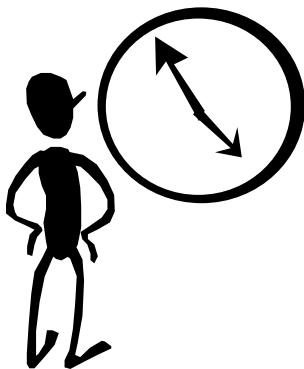
### Modify Certificate / Degree Routing Chain

Order ☰	Name ☰	Help Text
1	Curriculum Mentor	Curriculum Mentor will review and either "Approve" or mark as "Needs Revision" after discussions with the proposer. Under no circumstance will the curriculum mentor mark any proposal as "Not Approved." If there are unresolved issues, the Curriculum Mentor will make note of them by clicking on "submit comments" link.
2	District Chair or Program Manager	District Chair or Program Manager will review the proposal and approve, disapprove, or return for more information.
3	CLASS Office (Curriculum Bulletin)	Curriculum Office Program Assistant will add the proposal to the curriculum bulletin and move forward.
4	Notice of Curriculum Change	Anyone who has an ACRES account may enter any comments relative to the modification of this certificate or degree.
5	Curriculum Comm. Agenda	Curriculum Office Program Assistant adds to the Curriculum Committee agenda for review and discussion.

6	Curriculum Committee	The Curriculum Committee reviews all components of the proposal. Committee determines if they approve, approve with minor modifications, table for additional information, or disapprove.
7	Dean of Academic Services	Academic Dean reviews, approves, requests revisions, or disapproves the proposal.
8	Outline Management	Curriculum Office creates an outline and converts it to a PDF file to upload to the CAC website.
9	CLASS Office (catalog)	Curriculum Support Analyst will record changes to the "working catalog."
10	CLASS Office (Final)	Final approval for the modified Certificate/Degree. Documents internally for ATF notification.

***Remember to SAVE OFTEN when you're working in ACRES! ACRES will time out after approximately 60 minutes and you will lose everything you haven't saved!***

## **It takes time!**

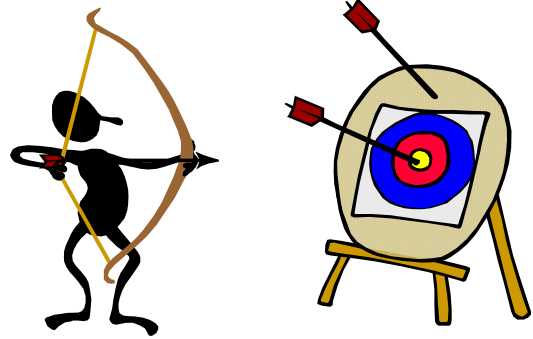


If you wonder where your proposal is and why you haven't heard anything about it, logon to ACRES and query the proposal. Once you find it, view it, and see where it is on the routing chain. If it is at the Division Chair, Program Manager, or Dean's level, you should contact them directly to see if there is an issue they need to discuss with you. If the proposal is at another stop and you're not sure who to contact, please call the Curriculum Office. We will be happy to research the proposal and let you know its status as soon as possible.

Before you know it, the proposal will be approved by the curriculum committee and this whole process will become a distant memory.

Well, until it's time to review and update it!

But that's another chapter....



If you are confused or just need questions answered, please call or email:

Jennie Lee Voyce at 1-520-494-5591 or [jennie.voyce@centralaz.edu](mailto:jennie.voyce@centralaz.edu)

Linda Day at 1-520-494-5206 or [linda.day@centralaz.edu](mailto:linda.day@centralaz.edu)

Mary Menzel at 1-520-494-5215 or [mary.menzel@centralaz.edu](mailto:mary.menzel@centralaz.edu)

**We will be happy to assist you!**