

**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

## **NEW GRADUATE CERTIFICATE**

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Objectives of Certificate Programs: Certificate programs are viewed as vehicles for combining courses with common base or interest from one or more disciplines into an area of concentration available for selection by students. Successful completion of a Certificate Program will be entered on a student's transcript.

Certificates are offered to students with bachelor's degrees who wish to obtain advanced education in a particular area of concentration but do not necessarily want to commit to a master's degree. Successful completion of a Graduate Certificate is entered on the student's transcript. Some or all of the courses taken in a Graduate Certificate can often be applied to a master's degree.

Graduate Certificates require 15 to 18 hours of graduate credit. At least six of the hours must be in core courses taken by all individuals obtaining a given Graduate Certificate. Admission to a Graduate Certificate program requires an undergraduate degree. Individual departments may have additional requirements for admission. Graduate Certificates should be titled 'Graduate Certificate in...'.  

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**Please fill out the coversheet in its entirety.**  

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**The proposal must include the following elements:**

- I. Certificate Description that includes relationship of certificate with Unit and University Missions
  - II. Rationale for new certificate; expected number of students in first five years; community need
  - III. Document student need and community demand
  - IV. Required Credits (must be 15-18 graduate credits)
  - V. Prescribed required courses and other requirements (include new courses)
  - VI. Resources Required: Faculty, Library, Facilities including laboratories
  - VII. Budget requirements, provide justification if budget is required
  - VIII. Certificate Committee (members and their departments)
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### **CHECK LIST - Check only those that apply**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date.   |                          |                          |
| If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.  |                          |                          |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have the written approval/acknowledgement to include courses taught in departments/schools other than the proposing department? (You must have written approval before submitting this document.) | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to #6 is yes, the written approval(s)/acknowledgment(s) must be attached to the proposal.