

DO NOT TYPE IN THIS BOX

Bulletin #: _____
Academic Year: _____

NEW UNDERGRADUATE 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.

Certificate Types:

Academic Certificate - awarded by an academic unit to a student at the time of the awarding of his/her Bachelor's degree, or upon completion of the appropriate course work to a student who already has a Bachelor's degree. No academic certificate shall be awarded to a student who either does not possess a Bachelor's degree or does not complete a Bachelor's degree program. An academic certificate is to be interdisciplinary in nature, to the greatest extent possible.

The certificate program must consist of a minimum of 18 semester hours of credit.

Professional Certificate - awarded by an academic unit to an individual who completes the appropriate course work in the area of concentration. Two distinctions are made between the professional Certificate and the Academic Certificate:

- a. The Professional Certificate need not be interdisciplinary;
- b. The Professional Certificate need not be associated with a degree program.

Please fill out the coversheet in its entirety.

The proposal must include the following elements:

- I. Certificate Description
- II. Rationale for new certificate; expected number of students; community need
- III. Document student need and community demand
- IV. Required Credits
- V. Prescribed required courses and other requirements (include new courses)
- VI. Resources Required: Faculty, Library, Facilities including laboratories
- VII. Budget requirements
- VIII. Certificate Committee (members and their departments)

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.