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| DO NOT TYPE IN THIS BOX |
| Bulletin #: _____ |
| Academic Year: _____ |

FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

New Undergraduate Certificate

Academic

Professional

INSTRUCTIONS: Please Type. Fill out this form **completely**.

School/College _____

Div./Dept. _____

Certificate Title: _____

Proposed Implementation Date: _____

PROPOSAL REQUESTED BY:

Faculty Contact _____ / ____ /20____

(Type Name)

(Signature)

(Email address)

(Phone Number)

Chair (Dept./Div.) _____ / ____ /20____

(Type Name)

(Signature)

Chair (Curr. Comm.) _____ / ____ /20____

(Type Name)

(Signature)

College/School Dean _____ / ____ /20____

(Type Name)

(Signature)

NO HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.

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Bulletin #: _____

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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.

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...'.

Please fill out the coversheet in its entirety.

The proposal must include the following elements:

- I. Certificate description that includes relationship of the certificate with unit and university missions
 - II. Rationale for new certificate, including expected number of students in first five years and student and community need
 - III. Target Student Audience: Degree-seeking or non-degree-seeking (include in description whether this is open to degree-seeking students only, or both degree-seeking and non-degree-seeking. Please note, if offered to non-degree-seeking students the new certificate MUST establish at least three student learning outcomes (SLOs) and three Program Outcomes (POs).
 - 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)
-

Complete the checklist that begins on the following page.

| | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog? | <input type="checkbox"/> | <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"/> | <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? <ul style="list-style-type: none"> • If yes, attach a separate sheet indicating each course number, name, bulletin number, and bulletin date. • If the answers to 1, 2, or 3 are no, do not submit the proposal. Address the course issues first. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers, and number of credits? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all courses to be added taught in the same proposing department? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are courses to be deleted taught in the same proposing department? <ul style="list-style-type: none"> • If the answer to 6 or 7 is no, do you have written approval/acknowledgment of the other department(s)? The written approval(s) or acknowledgment(s) must be attached to the proposal. (You must have written approval before submitting this document.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If offered to non-degree-seeking students, have you contacted assessment@fiu.edu to obtain approval/acknowledgment of your Student Learning Outcomes (SLOs) or Program Outcomes (POs)? If yes, please submit revised SLOs and POs to assessment@fiu.edu for approval. Documentation of approval must be attached. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 9. Have you contacted the Office of Academic Planning and Accountability to determine if the proposed certificate program constitutes a substantive change that requires notification or a prospectus to be submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)? Please do so prior to submitting this form if you answer yes to any of the questions below. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will significant additional equipment be needed to deliver the new certificate program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will significant additional facilities be needed to deliver the new certificate program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will significant additional financial resources be needed to deliver the new certificate program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will a significant amount of new content be required? (Significant is defined as equal to or greater than 25% new content.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Adding or changing 25% or more of the content offered at the institution constitutes a "significant departure" from the institution's existing programs and requires SACSCOC notification (or approval) prior to implementation. Whether to notify or to seek approval from SACSCOC depends on the amount of new content required. How much new content will be required for the new certificate program? (Please check the appropriate percent range below.) | | | |
| <input type="checkbox"/> 25%-49% of the certificate program's content, which requires notification to SACSCOC prior to implementation | | | |
| <input type="checkbox"/> 50% or more of the certificate program's content, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines | | | |
| - Will a significant number of new faculty members be required to deliver the new certificate program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will significant additional library/learning resources be needed to deliver the new certificate program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> - Will at least 25% of the certificate program be offered at a new location geographically apart from the main campus? (If yes, please check the appropriate percent range below.) <ul style="list-style-type: none"> <input type="checkbox"/> 25%-49% of the certificate program will be offered at a new location, which requires notification to SACSCOC prior to implementation <input type="checkbox"/> 50% or more of the certificate program will be offered at a new location, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> - Will the new certificate program enter into a collaborative academic arrangement that includes the initiation of a dual academic program with another institution? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> - Will the new certificate program enter into a contract by which an entity not eligible for Title IV funding offers 25% or more of the program (e.g., international university)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |