

## **ESTABLISHMENT OF A GRADUATE CERTIFICATE PROGRAM**

### **I. Purpose and Scope**

These procedures describe steps required to establish a graduate certificate program as described in SR 735. All graduate certificate programs shall be established by these procedures.

Available to students already enrolled in a graduate degree program, a certificate program is designed to provide instruction and training in a specific area not covered in a traditional discipline. Studies leading to the certificate may not also apply toward the course of study of a diploma or other certificate. Upon successful completion of the requirements, a formal certificate is awarded and completion of the certificate program is noted on the student's transcript.

### **II. Authority and Coordination**

- A. The Faculty Legislature has authority for final approval of a certificate program, upon approval by the Graduate Council.
- B. The Graduate Division is the coordinating body for campus reviews of graduate certificate proposals.

### **III. Procedures for the Establishment of a Graduate Certificate Program**

#### **A. Early Planning Stage**

The initiators consult with the academic dean(s) or provost and the dean and staff of the Graduate Division prior to preparation of the draft proposal. Comments from the dean and Graduate Division staff are intended to assist the initiators in the inclusion of administrative and programmatic elements critical to evaluation of the proposal by Graduate Council.

#### **B. Proposal Development**

1. The initiators should secure written support from the chair of each department/program intending to participate in offering the certificate program. The chair(s)' letters should report the faculty vote in support of offering the certificate program. The initiators should also secure written support from individual faculty members indicating their willingness to support the certificate program by serving on the committee to administer the program and/or teaching courses that satisfy its requirements. The appendix attached to these procedures provides the format for the proposal.
2. The initiators submit the proposal (in paper or electronic form) to the chair of Graduate Council, with a copy to the dean(s) or provost(s), the faculty executive committee(s) (FEC(s)) of the initiating school(s)/college(s), the executive vice chancellor (EVC), and the dean of the Graduate Division.

#### **C. Campus Review of Proposal**

1. The chair of Graduate Council works with the initiators in an interactive process to resolve any issues raised by Council. If the academic dean(s), provost(s), or

FEC(s) have questions or concerns, they are forwarded to Graduate Council for resolution with the initiators. The academic dean(s) may also consult the Graduate Council. If all issues are resolved and the proposal is approved, the chair of Graduate Council informs the chair of the Academic Senate with a copy of the approved proposal and draft of enabling legislation, with a copy to the initiators, dean(s), provost(s), and FEC.

2. The Academic Senate chair places the proposed program with enabling legislation on an agenda of the Faculty Legislature. The Academic Senate office reports the Faculty Legislature action to the Chancellor, EVC, Graduate Division dean, and initiators, and copies the academic dean(s), provost(s), and chair of the Graduate Council. The memorandum will state the effective date of implementation.

Upon report of approval by the Faculty Legislature, the Graduate Division works with the offering department(s) or program(s) and the Registrar's Office to ensure appropriate implementation of the provisions of the certificate program.

Endorsed: Executive Vice Chancellor, 3/12/04  
Approved: Executive Council, 2/24/04  
Faculty Legislature, 3/4/04

#### **APPENDIX**

#### **Format for the Graduate Certificate Program Proposal**

Initiators of a new certificate program must comment on the following in their proposals:

1. Is the proposed certificate program addressing a need at the University? If interdepartmental, what disciplines are involved? (For example, are there journals devoted to the research in the area, or professional associations, or is the sub-field represented elsewhere by a separate department or discrete degree program?) Does such a certificate program or specific area of study exist at other universities? If so, what are the similarities/differences to that proposed?
2. Is there a well-defined, integrated curriculum particular to the certificate program that clearly distinguishes it? Describe the curriculum and course requirements; include existing and/or descriptions of proposed courses and training components. Each interdisciplinary program should work with Graduate Division to agree upon a checklist of approved requirements that will be used to recommend a student for the certificate when that student has completed all the requirements.
3. Is there a sufficient number of faculty whose primary research interests lie within the area of the certificate program and who are committed to sustaining its curriculum and training components? Is there widespread support for the certificate program in the participating departments and/or programs?
4. Indicate student demand for the certificate program and demand for students trained in the area addressed by the certificate program. Are students presently enrolled who are taking courses/writing theses or dissertations in this area? Have you received inquiries from prospective students who wish to know if such a certificate program is being offered? Are there increased job opportunities for graduate students with training in this area?

5. Describe the resources required for the program and include a budget for the first five years. Resources should be discussed in terms of personnel (faculty and staff), information technology, equipment, library materials, and space.
6. How will the certificate program be administered?
  - a. The proposal must designate for each department or program offering the certificate a faculty member who will be responsible for reviewing graduate student petitions, supervising the maintenance of program files and records, monitoring students' progress in the program, and recommending the award of the certificate to Graduate Division when a student has completed all requirements. Each participating department or program should inform the Graduate Division of the faculty member serving in this capacity and, if the program is approved, keep Graduate Division informed of any changes.
  - b. The proposal must designate from each department or program offering the certificate a designated staff person who will assist the faculty member mentioned above with the program's paperwork involving student petitions, progress, and recommendations for award of the certificate. The department or program should inform Graduate Division of the staff person serving in this capacity and, if the program is approved, keep Graduate Division informed of any changes.
  - c. The proposal should note that certificate programs within a single department or program will be monitored as part of that department's or program review, will be part of its self-assessment, and will be considered by external reviewers. Certificate programs involving more than one department or program are reviewed by the Graduate Council on a periodic basis. Departments and programs must have specific procedures or bylaws available for such reviews.
  - d. The proposal should include an indication of where program records for the certificate program will be maintained, including information on each student who is officially approved to add the certificate; cumulative data pertaining to the program, such as number of students participating in and completing the program; and Graduate Council-approved requirements for the certificate, including any Graduate Council-approved changes to requirements.
  - e. The proposal must describe the procedures regarding the maintenance and transfer of program and student records from one department to another; governance issues such as terms of service for the steering or coordinating committee; election, term of service and succession of the program leader; formulae to ensure equitable representation of participating departments; and mechanisms for facilitating student input in program decision-making, including committee representation as appropriate.
  - f. Append letters as stated in III. B. 1., above.