Basic/Advanced Academic Certificate Program Proposal

This information is to assist you to prepare a proposal for a basic or advanced academic certificate program per senate policy S13-10. You will find templates to create your proposal, following 1.) discussion of issues to consider during the formation of a viable certificate program and 2.) the review process.

Issues to Consider & Certificate Proposal Review Process

**Idea.** Following inception of an idea, discuss the overall feasibility within the department including at least the department chair and the faculty member who will take the lead through the entire review and approval process. Notify the College Office of certificate discussions.

**Feasibility.** Determine sustainability of the certificate program. Will the certificate be offered via special or regular session? Are there available faculty? Is there sufficient demand that will generate sufficient revenue or FTES to sustain the certificate offering? The College of International & Extended Studies (CIES) can assist with budget planning/analysis as well as a market analysis if the certificate is to be offered via special sessions.

**Department Curriculum Committee.** If idea is feasible, prepare a proposal [see template for format] for the department curriculum committee review.

**External Consultations.** Following approval from the department curriculum committee external participants should be consulted.

- **Library Liaison.** Librarian will evaluate existing and any new materials needed to adequately support the certificate.
- **Other Departments.** If the certificate includes coursework from other departments, this is the logical point to secure their participation. Depending on the extent to which another department would be involved this could take substantial time (e.g. time for review by their departmental curriculum committee). An MOU should be generated with the other departments indicating plans for scheduling, resource needs and allocation of revenue or FTES.
- **Special Sessions.** If the strategy is to offer some or all of the coursework through special session, discussions will be needed with staff in College of International and Extended Studies (CIES).

**College-level review.** Submit proposal for review to the college curriculum committee and College Dean.

**University-level chair or committee review.** Upon college-level approval, the college office submits the proposal to the Office of Undergraduate Studies (UGS) for distribution to the Chair of UGS or Graduate Studies & Research (GS&R) Committee who determines whether committee review is advisable. For a basic certificate proposal, the Chair of UGS Committee reviews. For an advanced certificate proposal, the Chair of GS&R Committee reviews.

**Provost Review.** After the review by the operating committee chair review or the full operating committee, the approved proposal is returned to the Office of UGS for submission to the Provost for final review and approval.
Undergrad Basic Certificate Process

1. Dept. Discussion
2. Dept. Curriculum Committee
3. Library Liaison
4. External Consultation
5. Other Depts.; Incl CIES-Special Session Programs
6. Budget Planning
7. Reconfirm Dept.
8. College Dean
9. Office of UGS
10. UGS Committee
11. Office of UGS
12. Provost

Graduate Advanced Certificate Process

1. Dept. Discussion
2. Dept. Curriculum Committee
3. Library Liaison
4. External Consultation
5. Other Depts.; Incl CIES-Special Session Programs
6. Budget Planning
7. Reconfirm Dept.
8. College Dean
9. Office of UGS
10. GS&R Committee
11. Office of UGS/GS&R
12. Provost
Basic Certificate Requirements (see policy for additional details)

- Basic certificate programs must include a minimum of 9 units of coursework
- Basic certificate programs may include lower-division and upper-division courses
- The grading option of credit/no credit is available for courses in basic certificate
- The adviser for (or director of) the certificate program is responsible for verifying a student's satisfactory completion of the academic requirements established for the program

Advanced Certificate Requirements (see policy for additional details)

- Advanced certificate programs must include a minimum of 9 units of coursework
- Advanced certificate programs must be comprised of courses numbered 100 through 296.
- Coursework for an advanced certificate must not duplicate in content and level the student's prior educational experience (i.e., undergraduate coursework).
- With the approval of the department or school, units may be applied to both an advanced certificate program and a graduate degree program offered by the department.
- The choice of grading requirements may have implications for transferability to degree programs.
- The advisor for (or director of) the certificate program is responsible for verifying a student's satisfactory completion of the academic requirements established for the program

FAQs on Certificate Proposal form:

1. Q. 3. Regular or Special Sessions. If certificate to be offered through Special Sessions, work directly with CIES staff to get fees approved.
2. Q.4. Effective term. If submitted prior to Dec 20, the approved certificate program is included in the subsequent Fall catalog. Options for earlier effective terms are still being determined.
3. Q.5. Exact title of the certificate – will designate the title of the awarded certificate and be used to list it in the catalog.
4. Q. 6. Abbreviated title- this is used for CMS set-ups
5. Q. 7. CIP codes from the pull down list are necessary for categorizing the discipline nature of the certificate. This code is determined by the Dean’s office or Office of Undergraduate or Graduate Studies & Research.
6. Q. 8. Certificate Description. – This description is used for the catalog to describe the certificate
7. Q. 9a. “Admission Level”. If the courses in the certificate can be used in a master’s program with advisor consent, the level should be “graduate.”
8. Q. 9b. Pre-requisites to course enrollment, if applicable.
**Certificate Degree Template**

Name of Basic Certificate: ____________________________

Units: ________

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Name of Advanced Certificate: ____________________________

Units: ________

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