UNIVERSITY OF LOUISVILLE

CERTIFICATE PROGRAM PROPOSALS

The following guidelines have been established to assist those individuals developing certificate programs and those charged with reviewing and approving them in order to promote program quality. Certificates should complement existing degree programs. Non-academic (continuing education) certificate programs are excluded from this review process.

The program proposal process is initiated at the academic unit or department level. Proposals must be approved by unit faculty and dean. The Provost Office serves as the gatekeeper for the program proposal process above the unit-level and coordinates the required reviews with the university Faculty Senate, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Contact the Office of Academic Planning and Accountability (OAPA) with any questions about certificate proposals. For online help, visit the program approval website: http://louisville.edu/oapa/academic-prog-approval-and-review/certificate

Letter of Intent (LOI)

1. The program approval process begins with a letter of intent (LOI). The LOI should describe the proposed program and its objectives. It should clearly state the program focus, market demand, projected enrollments and funding to support it. The LOI of five pages or less must be submitted to the Provost Proposal Review Committee. Forward the LOI to Connie Shumake, Associate Provost, to initiate the process.

2. The Provost Proposal Review Committee will review and make a recommendation on whether to approve the LOI. **If the LOI is approved, the unit will be instructed to complete the certificate proposal form.**

3. For more information about the LOI process see: http://louisville.edu/oapa/program-approval/loi-new-programs.

Certificate Proposal Process (after the LOI is approved)

Complete the proposal form by providing the following information:

1. Title of the certificate, unit submitting the proposal, department, department chair, program coordinator and proposed implementation date.

2. Program Information
   a. Provide a brief program description,
   b. List the program objectives,
   c. explain how the objectives support the institutional mission,

3. Describe the admission, retention, and completion standards designed to encourage high quality.
   a. Indicate expected faculty to student ratio

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b. Provide projected enrollment and graduates for a five-year period.

4. Provide the program curriculum and any options; indicate <u>total number of credit hours</u> required for degree completion. **Attach copy of the program curriculum. If new courses are proposed, attach syllabi to the proposal form**.

5. Describe the library resources available to support this program. Provide a letter from the appropriate University Library verifying available resources.

6. Intended student learning outcomes and preliminary assessment plan.
    a. What are the intended learning outcomes of the proposed program?
    b. Identify both the direct and indirect methods by which the intended student learning outcomes will be assessed.

7. Course delivery methods - describe planned alternative methods of program delivery involving greater use of technology, distance education, and/or accelerated degree designs.
    a. Will this be a 100% distance learning program?
    b. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?

8. Program demand/justification. Indicate any efforts to address student educational and workforce needs, or to maximize student success, for both traditional and non-traditional students.
    a. Include any data or student demand; career opportunities at the regional, state, and national levels; and any changes or trends in the discipline(s) that necessitate a new program.
    b. Specify any distinctive qualities of the proposed program.
    c. Does the proposed program serve a different student population (e.g. students in a different geographic area, non-traditional students, etc.) from existing programs? If yes, explain.

9. Relationship with other programs within the institution.
    a. How will the program support or be supported by other programs within the institution?
    b. Will this program replace or enhance any existing program(s) or track(s), concentration(s), or specialization(s) within an existing program? If yes, explain.

10. Relationship with programs at other institutions or external organizations (if applicable).
    a. If there is a program accreditor related to this program, indicate the organization, and whether there are any plans to obtain accreditation.

11. Faculty Resources:
    a. Faculty qualifications and resources - Submit curriculum vitae of full-time faculty members and adjunct/part-time faculty who will launch the program. Complete the faculty roster form. http://louisville.edu/oapa/program-approval/faculty-roster-form
    b. If additional faculty will be required within the next five years, indicate the number and role of each new faculty member.
    c. Specify if part-time faculty or graduate assistants are included in the additional faculty resources needed.

12. Preliminary cost estimates - The resource requirements and planned sources of funding of the proposed program must be detailed in order to insure the adequacy of the resources to support a quality program.

    a. Will this program require additional resources? Yes/No. If yes, provide a brief summary of additional resources that will be needed to implement this program over the next five years.

    b. Will this program impact existing programs and/or organizational units? Yes/No. If yes, please describe the impact.

    c. Complete the budget form (EXCEL): http://louisville.edu/oapa/academic-program-review-process

Proposal Submission and Follow-up

The unit should forward the complete proposal and supporting documentation to the Provost Office of Academic Planning and Accountability (OAPA) – MITC #338, attention Connie C. Shumake, Associate Provost for Accreditation and Academic Programs. Proposal submissions should include the:

1) Proposal Form

2) Dean's Letter - A letter of support from the Dean outlining the rationale or need for the program and affirming any financial commitments listed in the proposal.

3) Program Curriculum – attach a copy of the proposed curriculum and the course syllabi for any new offerings.

4) Library Letter – A letter from the University Librarian should be requested that describes the library resources available to support this program. Include the library letter with the proposal.

5) Faculty Roster - http://louisville.edu/oapa/program-approval/faculty-roster-form

6) Budget Form - http://louisville.edu/oapa/academic-program-approval-process-new-proposals

The associate provost will forward the proposal and related documents to the chair of the Faculty Senate Academic Programs Committee to start its review and approval process. If the proposal is approved by Faculty Senate, the proposal will be sent to the Board of Trustees (BOT) for final approval. After the UofL approval process is completed, OAPA reports the new certificate to the Council on Postsecondary Education.

Financial Aid for Certificate Programs – Gainful Employment

Students enrolled in stand-alone certificate program are not eligible for federal financial aid. The university elected on 6.30.2012 to opt out of participation with the Department of Education (DOE). To qualify for federal aid, the law requires that most for-profit programs and certificate programs at nonprofit and public institutions prepare students for gainful employment in a recognized occupation. UofL students must be enrolled in a degree granting program in conjunction with the certificate program to receive federal aid.

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