

**UNIVERSITY OF LOUISVILLE
PROPOSAL FOR CERTIFICATE PROGRAMS OF LESS THAN 24 HOURS
OF UNIVERSITY CREDIT [NOT REQUIRING COUNCIL ON
POSTSECONDARY EDUCATION (CPE) APPROVAL]**

Title of Certificate

Unit Submitting Proposal

Department

Academic Major

Proposed Starting Date

Certificate Program Coordinator

Approved by
Board of Trustees on

Date

President:

Signature

Date

PROPOSAL GUIDELINES FOR CERTIFICATE PROGRAMS OF LESS THAN 24 HOURS OF UNIVERSITY CREDIT [NOT REQUIRING COUNCIL ON POSTSECONDARY EDUCATION (CPE) APPROVAL]

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 and to assure an effective relationship between the certificate programs and the resource and academic mission of the sponsoring unit. Such programs should complement existing programs in a way that will make the University a center of lifelong learning for the University community. Non-academic credit programs are not included.

I. EDUCATIONAL OBJECTIVES AND RATIONALE

1.1 Program Objectives

- a. Define the program objectives
- b. Provide a rationale for this program

1.2 Internal/External Influences

- a. Relevance to the University mission, goals and objectives (strategic plan, CPE, community, etc.)
- b. Briefly describe demand for program (local, state, regional, national).
- c. Describe employment prospects for students.
- d. Describe any unusual or special faculty/student needs to which the program would be responsive.
- e. Describe the impact the certificate program will have on other programs within the University.
- f. Describe any exceptional circumstances that favor the development of this program (special facilities, grants, patrons, etc.)
- g. Explain why this proposed certificate program is appropriate for the student or community rather than a degree program.

II. PROGRAM DESCRIPTION

2.1 Admission

Applicants should meet the standards of general admission to the University and any specific requirements of the academic unit admitting the student.

- a. List and explicitly define the qualifications required for admission to the certificate program, and provide a rationale for each.
- b. Indicate specifically what documentation applicants will be required to provide and give a brief rationale for each.
- c. If exceptions are anticipated to either a. or b. above, indicate what circumstances might warrant considering other qualifications or other documentation and indicate how these exceptions will be handled.
- d. Indicate the person(s) responsible for securing and reviewing the appropriate documents and judging an applicant's qualification for admission (program director, admissions committee, program committee, etc.).

e. If the program must restrict admissions because of limited resources, indicate how selection will be made among those who meet minimum program admission standards.

2.2 Curriculum

The certificate program must include a minimum of 12 semester hours and a maximum of 23 semester hours. The program must be clearly identified and labeled as a certificate program.

- a. Describe the certificate program curriculum and provide a rationale for each part.
- b. Indicate required courses and activities.
- c. Indicate distribution requirements and list the courses or activities that will meet them.
- d. Define any required sequence of courses or activities.
- e. If the program requires either independent studies, capstone projects, or internships, identify these explicitly, and in addition to the rationale indicate the resources available to support them.
- f. Provide a chart indicating the frequency of the courses that are available to support the program.
- g. Include other information appropriate to the proposed program (Are, for example, some or many of the courses taken unique to this program? Is this curriculum delivered only at night, only on weekends, only in summer? Does this curriculum require a special mix of students?).
- h. Include a course description for each course.

2.3 Experiential Components

For programs that have an experiential component (for example: cooperative internship, clinical, practicum, fieldwork, etc.):

- a. Provide a rationale.
- b. Discuss the objectives of this component and how these experiences are integrated into the overall curriculum.
- c. List and discuss the nature of the experiential sites used in this program.
- d. What is the student-faculty FTE ratio for the experiential sites and how does this affect faculty workload?

2.4 Accreditation/Certification

If there are recommended curricula and/or other program standards available from an accrediting body, certifying agency, or professional society, identify the source and compare the proposed certificate program with the recommendations and/or standards.

2.5 Evaluation

Define the expected outcomes and how they will be measured.

III. ADMINISTRATION OF CERTIFICATE PROGRAMS

3.1 The Program:

- a. Identify the office responsible for the administration of the program, record keeping and accountancy.
- b. Describe the possibility of collaboration with other institutions including articulation, transfer, or duplication of programs

3.2 Reviews:

All certificate programs will be reviewed in accordance with guidelines established by the University Program Review Committee.

3.3 Programs Must Be Approved By:

Programs should be submitted by the unit Dean to the Provost. The Provost's Office will coordinate the review process.

- a. Unit appropriate curriculum committee(s)
- b. Unit Dean
- c. Faculty Senate Budget Committee
- d. Faculty Senate Academic Programs Committee
- e. Graduate Council (graduate programs only)
- f. Faculty Senate
- g. Provost
- h. Board of Trustees

IV. RESOURCES

4.1 Resources Required

- a. Describe the facilities to be used for this certificate program.
- b. Provide a statement from the library concerning the availability of current and proposed library resources.
- c. Faculty
 - 1) Submit abbreviated curriculum vitae of all faculty involved in this certificate program.
 - 2) Describe where and how faculty will participate, including term and part-time faculty.

4.2 Budget Request

- a. Use the attached budget forms for all program expenditures revenues.

4.3 Financial Aid

Please note that in order for students enrolled in a certificate program (see attached sheet from the Financial Aid Office) to be eligible for federal financial aid, the program must secure approval from the Department of Education (DOE), a process that takes three to six months. Each new certificate program must be approved separately.

Is DOE approval desired for the program? ____yes ____no

If yes, after the Board of Trustees approves the program, the Provost's Office will notify the Financial Aid Office which immediately will apply to DOE for financial aid eligibility for this program

V. MAJOR REVISIONS OF CERTIFICATE PROGRAMS

5.1 Revisions

Revisions of certificate programs that substantially alter the purpose of the program must be submitted as a new proposal.

VI. PROGRAM DELETION PROPOSALS

6.1. Deletions

- A. Certificate title, unit responsible for program
- B. Rationale for deleting the program
- C. Concurrence of appropriate committees, Dean, etc.