**University of Louisville**

**New Academic Program Proposal Template**

**Certificate Programs**

After approval of the Letter of Intent, certificate programs are to complete the New Academic Certificate Program Proposal template.

All forms are available at:

<http://louisville.edu/oapa/new-academic-program-approval-page/new-academic-program-approval>

Please ensure all questions are addressed clearly and completely to avoid unnecessary delays. Questions can be directed to the Office of Academic Planning and Accountability through the Program Approval Service Account ([PROGAPPR@louisville.edu](mailto:PROGAPPR@louisville.edu)).

**Send the following materials to the   
Program Approval Service Account (PROGAPPR@louisville.edu):**

* Completed Proposal Template
* Proposed Program Curriculum (complete the table found in Appendix A of this proposal template)
* Course syllabi for any new course offerings
* SACSCOC Faculty Roster Form
* CV for Program Director/Coordinator
* Proposal Budget Form
* Letter of Support from the unit Dean
* [Letter of Support from the UofL Libraries](https://library.louisville.edu/forms/new-program-proposal)
* Letter(s) of Support from any units, departments, or internal or external entities that will be supporting the certificate program
* [Notice of Intent to Offer a Certificate Program Eligible for Financial Aid](http://louisville.edu/oapa/notice-of-intent-to-offer-a-certificate-program-eligible-for-federal-financial-aid) (Stand-alone Certificates Only – See Section D.5) – Optional

The program approval process will not begin until all of the above documents are received. Please submit all materials listed above at the same time.

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| **General Program Information** | |
| **Date:** |  |
| **Program Name:** |  |
| **Degree Level:** | Undergraduate:  \_\_\_\_\_  Graduate (select one of the following):  Post-Baccalaureate \_\_\_\_\_  Post-Master’s \_\_\_\_\_\_  Post-Professional \_\_\_\_\_\_ |
| **Minimum and Maximum Number of Credit Hours required:** |  |
| **Accreditation or Licensure Requirements**  **(if applicable):** |  |
| **CIP Code:** |  |
| **Department and Department Chair:** |  |
| **School/College:** |  |
| **Program Director and Contact (if different);**  **(please also include title):** |  |
| **Is an approval letter from the Education Professional Standards Board (EPSB) required for this program?**  **If so, attach a copy to this proposal.** |  |
| **Proposed Implementation Date for Program (semester and year):** |  |
| **Program Length (1 semester, 1 year or Average time to Completion)** |  |
| **Anticipated Date for Granting First Degree:** |  |
| **Identify whether the program is 100% online, 100% face-to-face, or a combination of the two:** |  |
| **If the program plans to offer the certificate program as a stand-alone credential eligible for Title IV Financial Aid – See Section D.5** | Complete Notice of Intent Form - <http://louisville.edu/oapa/gainful-employment-policy> |

###### **Centrality to UofL’s Mission and Strategic Plan**

The certificate program is to adhere to the role and scope of the University of Louisville as set forth in its mission statement and as complemented by UofL’s strategic plan.

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| 1. Provide a brief description of the program (copy the abstract provided in the program’s Letter of Intent here).   (250 words or less; program’s purpose/focus, primary areas of study, intended audience, degree level, length of the program, goals/objectives, rationale for program, skills or knowledge that students will acquire, relationship of program to general field). |
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| 1. Explain how the proposed program relates to the institutional mission and academic strategic plan. |
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| 1. List the objectives of the proposed program.   Explain how the objectives support the university and unit mission, strategic priorities, and institutional and societal needs. |
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| 1. Clearly state the admission, retention, and degree completion standards designed to encourage high quality. Please be clear and specific. |
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###### **B. Program Quality and Student Success**

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| 1. What are the intended student learning outcomes of the proposed program? |
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| 1. Describe how each program-level student learning outcome will be assessed (including when data will be collected and how assessment results will be used to improve the program. |
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| 1. For each learning outcomes, provide direct indicators (and indirect, where possible) of achievement of the outcome, target(s) for the outcome, and frequency of data collection. |
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| 1. Course Delivery Methods.   Please answer the following:   1. Will this be a 100% distance learning program? Yes  No 2. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)? Yes  No   If yes, please check all that apply below. |
| |  | | --- | | Distance Learning | |  | | Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web | |  | | Technology-enhanced instruction | |  | | Evening/weekend/early morning classes | |  | | Accelerated courses | |  | | Instruction at nontraditional locations, such as employer worksite | |  | | Courses with multiple entry, exit, and reentry points | |  | | Courses with "rolling" entrance and completion times, based on self-pacing | |  | | Modularized courses | |

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| 1. Is there a specialized accrediting agency related to this program? Yes  No   a. If yes, please identify the agency.  b. If yes, will the program seek accreditation? |
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| 1. Describe the library resources available to support this program.   Please also submit a letter of support from the UofL Libraries. You can request this letter at <https://library.louisville.edu/forms/new-program-proposal>.  Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. |
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**C. Program Demand/Unnecessary Duplication**

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| 1. Provide the projected enrollment and graduation numbers for the first five years. | | |
| **Academic Year** | **Degrees Conferred** | **Headcount Enrollment (Fall term)** |
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| 1. Indicate any efforts to address student educational and workforce needs or to maximize student success, for both traditional and non-traditional students.   Include any data on 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. |
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| 1. Specify/highlight any distinctive qualities of the proposed program. |
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| 1. 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, please explain. |
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| 1. Will this program replace or enhance any existing program(s) or tracks, concentrations, or specializations within an existing program? Yes  No   If so, please specify. |
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| 1. How will the program support or be supported by other programs and/or units within the institution? Please also describe potential for collaboration with other programs within the institution. |
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| 1. Describe the proposed program’s relationship with programs at other institutions or external organizations (if applicable). |
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**D. Cost**

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| 1. Will this program require additional resources? Yes  No   If so, please provide a brief summary of new or additional resources that will be needed to implement this program over the next five years. Document the expected cost/expenditures in the table below. |
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| 1. Complete the SACS Faculty Roster Form found at the link below and submit it with this proposal.   Found at:  <http://louisville.edu/oapa/new-academic-program-approval-page/new-academic-program-approval>  Also submit a copy of the program director’s CV. |

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| 1. Are new or additional faculty needed? Yes  No 2. If yes, please explain, indicating the number and role of each new faculty member and whether they will be part-time or full-time. Specify if graduate assistants are included in the additional faculty resources needed. 3. If new faculty are needed, please provide a plan to ensure that appropriate faculty resources are available, either within the institution or externally, to support the program. 4. What is the projected faculty/student ratio for the program? |
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| 1. Will this program impact existing programs and/or organizational units within UofL?   Yes  No  If so, please describe the impact.  (examples: reallocation of resources, faculty or staff reassigned, changes to other programs and/or course offerings, reduction or increase in students served, any other possible impact) . |
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| * Complete the New Program Budget Spreadsheet.   Found at:  <http://louisville.edu/oapa/new-academic-program-approval-page/new-academic-program-approval>  Notes for completing the Budget Spreadsheet:   * Provide an estimate of the level of new and existing resources that will be required to implement and sustain the program. * Any existing resources reallocated to support this new offering should be estimated as an “internal reallocation” in both the Funding Sources and Expenses sections of the budget. * Any new resources for which the unit/department plans to allocate funding should be listed as “allocation” in both the Funding Sources and Expenses sections of the budget. * The program proposal is to be developed without the expectation of tuition-sharing or recovery agreements with the Provost. This approach ensures that the “cost” of operating the program is somewhat reflective of reality. * For every place you add numbers (in both the Funding Sources and Expenses spreadsheet) provide a written explanation for the numbers, including how they were calculated. The CPE system won’t let us submit the proposal without explanations for the budget numbers. * The budget for the proposed program is to be in alignment with the latest budget assumptions (provided below as of 10/7/19) from the Budget Model Workgroup.   **Undergraduate\***  70% (net of mandatory student fees) of resident per credit hour tuition rate (i.e., the listed rate on the bursar’s website) charged to undergraduate students is allocated to the academic unit where the instruction takes place. Every credit hour is treated the same under the model.  **Graduate/Professional\***  Graduate: 75% (net of mandatory student fees) of tuition review revenue allocated according to a student’s home academic program.  Professional: 85% of tuition revenues generated from professional degree (law, dentistry, medicine) programs allocated to the student’s home academic program. For purposes of the budget model, doctoral programs fall in the Professional category.  \*These definitions of the Budget Model are as of 10/7/19 and are subject to change.  **Note that there are three tabs to the Budget spreadsheet.**  Funding Sources tab:   * Indicate funding to be supplied by the unit (include direct funding & In-kind support): * Internal allocation and reallocation are those estimated dollars needed to fund the start-up and support the new academic program – typically defined as faculty, administrative/staff, and operational expenses. * When calculating funding, consider the impact on current faculty workloads. * Include the expected tuition revenue generated by anticipated student enrollment. * If the program will use existing faculty or other existing resources, the amount of funding represented by those resources are to be listed in the Funding Sources table as reallocation of funds. * If reallocation of “existing” funds are included in the Funding spreadsheet, the numbers should also be reflected in the Expenses spreadsheet. * If the unit has allocated funds for any new expenses in the Funding Sources spreadsheet, the numbers should also be added to the Expenses spreadsheet.   Expenses tab:   * You do not have to estimate classroom space unless you believe that existing space is not sufficient to support the academic program. * Any expenses identified as “existing” funds in the expenses spreadsheet should also be added to the Funding Sources spreadsheet as either internal reallocation or internal allocation.   Funding Source/Expenses Combined tab:   * This spreadsheet will pre-populate based upon the numbers entered into the Funding Sources and Expenses spreadsheets. The goal is to have more funding than expenses. |

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| 1. **Financial Aid for Certificate Programs**   Does the unit plan to offer this program as a stand-alone certificate eligible for Title IV Financial Aid?  Yes ☐ No ☐  If yes, please review the following information:  Effective July 1, 2020, University of Louisville (UofL) students enrolled (half-time or more) in stand-alone certificate programs designated as financial aid eligible can be awarded funds. In order for a UofL certificate program to be deemed eligible for Title IV federal aid, it must:  • be one academic year in duration;  • be at least 24 credit hours for undergraduate certificates; be at least 9 credit hours for graduate certificates; and  • prepare students for gainful employment in a recognized occupation.  Academic units offering certificate programs must certify these credentials as Title IV eligible programs by submitting a [Notice of Intent to Offer a Certificate Program Eligible for Financial Aid](http://louisville.edu/oapa/notice-of-intent-to-offer-a-certificate-program-eligible-for-federal-financial-aid). See the Gainful Employment Policy website for the intent form and other information - <http://louisville.edu/oapa/gainful-employment-policy> |

**Appendix A**

**Program Curriculum**

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| In the table below, provide the program curriculum and any options; indicate total number of credit hours required for degree completion.   * Include full course names and course descriptions. * Where they exist you should report actual course numbers, titles, and descriptions in the course template. If the program has no specific course numbers required under a particular heading, provide a description of the type of course(s) required in the “course title” column and the number or range of credit hours required. * Provide a copy of the course syllabus for any new courses developed. | | | | | | | | |
| **Prefix & Number** | **Course Title** | **Course Description** | **Credits** | **Required?** | **New** | **Existing** | **Revised** | **Offered Online?** |
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| **TOTAL CREDITS** |  |  |  |  |  |  |  |  |