

UNIVERSITY OF LOUISVILLE

CERTIFICATE PROGRAM PROPOSAL

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. Certificates should complement existing degree programs. Non-academic (continuing education) programs are not included.

The program proposal process is initiated at the unit or department level and reflects approval of the program faculty. The Provost Office serves as the gate-keeper for the program proposal process above the unit-level and coordinates the required reviews with the university Faculty Senate, Undergraduate and Graduate Council, as applicable and finally with CPE. All contact and interaction with CPE related to the program proposal process must be coordinated through the Provost Office. Any additional approvals and reports to the Southern Association of College and Schools are handled by Provost Office staff.

In addition to the CPE's degree program approval process, the Education Professional Standards Board (EPSB) must approve all teacher and school personnel certification programs.

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, assistant Provost, to initiate the process. Connie.Shumake@louisville.edu.

For more information, go to: <http://louisville.edu/oapa/program-approval/loi-new-programs>. After the University Provost approves the Letter of Intent, the academic unit can proceed with completing.

CPE Pre-Proposal Stage

As part of the pre-proposal, the following information about the program is needed:

1. [CIP code](#), program name, proposed implementation date, and degree level (see proposal cover sheet form).
2. Program description and objectives and their consistency with institutional mission, [statewide postsecondary education strategic plan](#), and the [statewide strategic implementation plan](#).
3. The admission, retention, and completion standards designed to encourage high quality. List admission requirements and also provide projected enrollment and graduates for a five-year period.
4. The program curriculum and any options; indicate total number of credit hours required for degree completion Attach copy of the program curriculum.
5. 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.
7. Course delivery methods - describe planned alternative methods of program delivery involving greater use of technology, distance education, and/or accelerated degree designs.

8. Program demand/justification, including a preliminary needs assessment. Indicate any efforts to address student educational and workforce needs, or to maximize student success, for both traditional and non-traditional students.
9. Relationship with other programs within the institution.
10. Relationship with programs at other institutions (if applicable).
11. Faculty qualifications and resources - Submit curriculum vitae of full-time faculty members and adjunct/part-time faculty who will launch the program. Indicate the percentage of time each will devote to the proposed program. If additional faculty will be required within the next five years, indicate the number and role of each new faculty member. 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.
 - 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.
 - Will this program impact existing programs and/or organizational units? Yes/No. If yes, please describe the impact.

A complete budget form (EXCEL) will be required after the CPE pre-proposal process is completed, for more information: <http://louisville.edu/oapa/academic-program-review-process>

Financial Aid for Certificate Programs

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.

Proposal Submission and Follow-up

The certificate program proposal cover sheet form and the proposal narrative should be approved by the unit faculty and dean. The unit should forward the proposal to the Provost Office – Academic Planning and Accountability – MITC #338, attention Connie C. Shumake, Assistant Provost for Accreditation, Academic Programs and Engagement. Proposals will be posted to the KPPPS, if required, by the Provost Office (CPE – Pre-proposal Review).

After posting this information to KPPPS, the chief academic officers, or their designees, of other public institutions and Council staff will have 45 days to review and comment on the proposed program. If there are no unresolved objections to the proposed program, the Council staff will notify the institution that it may continue the process for developing the program. After receiving the CPE notification to proceed, the university can complete the review and approval process with the UofL Faculty Senate and Board of Trustees (BOT).

After the BOT approval, the pre-posting information on the KPPPS will be updated to reflect the final status of the proposal. If required, the Council on Postsecondary Education will add the proposal to their agenda for approval by the CPE board and update the statewide inventory of approved programs as required by the Reporting Guidelines. Short-term certificates only require a letter of notification be sent to CPE.

Council on Postsecondary Education (CPE)

Certificate Definitions

Undergraduate (pre-baccalaureate) certificate is a sub-baccalaureate credential granted upon satisfactory completion of a series of courses related to a specific topic or skill. It has the primary purpose of providing marketable, entry-level skills. These certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

- Postsecondary certificate (less than one academic year) requires completion of an academic program below the baccalaureate degree in less than one academic year, or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours, by a student enrolled full time.
- Postsecondary certificate (at least one but fewer than two academic years) requires completion of an academic program below the baccalaureate degree in at least one but fewer than two full-time equivalent academic years, or is designed for completion in at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time.
- Postsecondary certificate (at least two but fewer than four academic years) requires completion of an academic program below the baccalaureate degree in at least two but fewer than four full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.

Graduate certificate is a post-baccalaureate credential granted upon satisfactory completion of a set of related courses within a discipline or a set of related disciplines. It has the primary purpose of supplementing or enhancing skills for degree-seeking students who wish to demonstrate competency in a high-demand or emerging area that will increase their marketability in local, national, and global markets.

- A post-baccalaureate certificate requires completion of an academic program equivalent to 18 semester credit hours beyond the bachelor's degree but does not meet the requirements of a master's degree.

- A post-master's certificate requires completion of an academic program equivalent to 24 semester credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.
- A first professional certificate provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.).

Credential Programs Policy

The general academic program approval process consists of two stages. In the pre-proposal stage, institutions provide Council staff, among other information, justification for creating a new program; validation for creating a stand-alone program if similar programs already exist; and evidence that the program is aligned with an institution's mission, the state's postsecondary education Strategic Agenda, and the statewide strategic implementation plan. If Council staff approves the pre-proposal, the institution may submit a more in-depth program proposal. In the proposal stage, the institution submits a full program proposal that has been approved by the institutional governing board. However, the certificate approval process requires only the pre-proposal stage.

a. Certain types of undergraduate (pre-baccalaureate) certificates require Council approval. Institutions proposing new postsecondary certificates of at least one but fewer than two academic years and postsecondary certificates of at least two but fewer than four academic years must complete the pre-proposal stage only.

Postsecondary certificates of less than one academic year do not require Council approval. However, institutions shall notify Council staff on a quarterly basis of all new postsecondary certificates of less than one academic year.

b. Proposals for new graduate certificates require Council approval. Institutions proposing new graduate certificates must complete the pre-proposal stage only.

For graduate certificates that do not meet the definitions of post-baccalaureate certificate, post-master's certificate, or first professional certificate, institutions shall notify Council staff on a quarterly basis of any new certificate programs that do not require Council approval.

All actions in the approval of new programs for public institutions are subject to a stipulation regarding the program's ability to attain specified goals that have been established by the institution and approved by the Council on Postsecondary Education (the Council).