

New Undergraduate or Graduate Certificate Program (Template)

Academic Year 2021-2022

Contact the Registrar's office to initiate a new certificate. A form will be created in [OCEAN 1.9](#) by the Registrar's office with a temporary program code.

**For Graduate Certificates, academic units should contact the Associate Dean for Graduate College and the Interim Associate Provost for Institutional Research and Effectiveness to inform them about this new certificate proposal and intended timeline for approval.*

*Please ensure the proposal is saved with the date and program code in the name of the document (e.g., MAXX01LawJusticeCulture_112017).

A. Summary Statement

1. Date of submission
2. Certificate code (assigned by Registrar's office)
3. Name of certificate
4. Administrative unit(s) proposing program
5. Name(s) of individual(s) proposing the certificate and their email address(es)
6. Select level of study:
 - Undergraduate (skip to question 7).
 - Graduate (complete the following)
 - a. Which type of certificate (**select all** that apply):
 - Interdisciplinary
 - Specialized
 - Standalone (taken as non-degree, typically for working professionals wishing to expand their knowledge in a particular subject area)
 - b. Is this certificate part of a stackable degree program?
 - No
 - Yes, a previously approved degree program consisting of certificate stacks. What is the degree (code and name)?
 - Yes, a new stackable program (please see below for **ADDITIONAL INFORMATION REQUIRED IF PROPOSING A GRADUATE STACKABLE CERTIFICATE PROGRAM**)
 - c. Do you wish to enroll (**select all** that apply)?
 - Degree seeking students
 - Non-degree seeking students
 - d. Do you wish for the certificate to be financial aid eligible (please consult with the Office of Student Financial Aid and Scholarships)?
 - No
 - Yes (stand-alone/non-degree graduate certificate programs must be 10 weeks in length and 8 semester credit hours and require substantial tracking and reporting by both the administrative unit housing the program and the University, as well as approval by U.S. Department of Education – see **ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE**

FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS below)

- e. Can transfer credits be applied? If so, how many?
7. A brief (< 250 word) statement summarizing the certificate (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.
8. Provide a certificate overview (This will be published in the catalog.)

B. Need for Certificate

1. Rationale and data/evidence demonstrating the need for the certificate (if requesting a certificate that is financial-aid eligible for non-degree seeking students, this will need to be significantly developed, as indicated in the section **ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS** below).
2. Certificate distinctiveness, especially when requirements overlap with other programs and/or academic units
3. Provide evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this proposal. Documented approval is required from departments whose courses your program will require. Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.

C. Curriculum

1. Describe the curriculum in a format that includes all of the following:
 - a. Course prefixes, numbers, names, and credit hours for each of the required courses, and specify what courses are existing and what course are new.
 - i. If new courses are proposed, indicate the status of their approval through ICC/UCC.
 - ii. Were 50% or more of the courses in the proposed certificate developed specifically for the certificate?
 - b. All permitted electives, and any required field/clinical requirements,
 - c. The total number of credit hours required for completion of the certificate
 - d. Completion requirements (e.g., minimum overall GPA, course grade minimums)

D. Admission Requirements

1. What are the criteria for admission into the program? Be specific. (please consult with Undergraduate Admissions to ensure desired criteria can be honored within policy and regulations; please note that under current policy, transfer credit may be applied to undergraduate certificates)
2. Are there any limits on the number of enrollments? If yes, what criteria will be used to make selections?

E. Modality

1. Is this certificate intended to be delivered completely online? If not, what modality will the instruction be delivered? In-person or blended?

- If yes, is there a mandatory or an optional in-person component (e.g., residency or clinical)?

F. Accreditation & Licensure/Certification

1. Is the certificate included with a program accreditation?
2. If so, what is the name of the agency that would accredit the certificate?
3. Has it been contacted and what is the plan and timeline for accreditation?
4. Is the curriculum in accord with its standards?
5. Is this certificate designed to meet educational requirements for a specific professional licensure or certification? If yes, please respond to the following questions.
 - Is the license/certification required for employment in this occupation?
 - Is completion of the certificate sufficient to meet state licensing requirements?

G. Faculty and Instruction

1. Who will be teaching, what is their faculty rank and their terminal degree?
2. Will new faculty expertise or new faculty members be needed to operate this certificate?
 - If yes, is there approval to hire new appropriately credentialed faculty members?
 - If no, provide an explanation of existing faculty capacity?
 - How will new faculty for the program be selected? By whom?
3. What are the minimal qualifications expected of instructors in the program? HLC has guidelines on [faculty qualifications](#).

H. Resource implications

1. What is the financial impact of the program (projected income and expenses), including resource needs such as personnel, space renovations, equipment and technology, library resources, waivers, etc.

I. Timing

Considering the information on Programs Committee Guidelines regarding approval timelines for internal and external approvals, information for financial aid-eligible certificates, and keeping in mind that programs cannot be marketed until they are formally approved at all levels, what is the:

1. Proposed date of certificate launch (official announcement and marketing begins)
2. Proposed semester of initial enrollments

J. Assessment and Program Review

1. What are the certificate's learning outcomes?
2. How will these outcomes and program quality be assessed?

ADDITIONAL INFORMATION REQUIRED IF PROPOSING A GRADUATE STACKABLE CERTIFICATE PROGRAM

Please address the following for each stack, when applicable:

1. How will the stacking work?
2. What are the names of each of the stacks in the program?
3. What degree (code and name) will these stacks lead to?

4. How is the stackable program different from and similar to the current degree program(s)?
5. When and how can a student move from being a certificate student to a degree-seeking student?
6. How will the program make it transparent to students under what circumstances these credits will and will not count toward the degree?
7. Do the admission requirements to the certificate differ from the admission requirements for the degree program? If so how and why?
8. Is there a maximum timeframe for completion of any of the components (beyond University requirements)? Please remember that degree-completion timeframes must still be met.

ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS

Information needed at proposal stage for approval of program.

Due to gainful employment regulations related to federal financial aid, students in non-degree programs are not eligible for financial aid unless the proposing program provides the following information, agrees to the requirements for tracking of students, and receives approvals from the U.S. Department of Education and the Office of Student Financial Aid and Scholarships prior to the initial offering of the certificate. *If seeking to offer a stand-alone/non-degree certificate to students eligible for financial aid all of the following information must be provided with the proposal*

1. Is the certificate programmatically accredited, if such accreditation is required by a federal government entity or by a governmental entity in the state in which the institution is located or by any state within the institution's Metropolitan Statistical Area (MSA)?
2. For the state in which the institution is located or in which it is otherwise required to obtain state approval under 668.9, does the program satisfy the applicable education prerequisites for professional licensure or certification requirements in that state?
3. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. *The institution must retain documents that support this description for review or submission to the U.S. Department of Education upon request.*
4. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. *The institution must retain copies of documents and its analysis for review and submission to the U.S. Department of Education upon request.*

5. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. *The institution must retain copies of analysis documents for review and submission to the U.S. Department of Education upon request.*
6. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following:
 - Business advisory committees
 - Program integrity boards
 - Public or private oversight or regulatory agencies (not including the state licensing /authorization agency and accrediting agency)
 - Businesses that would likely employ graduates of the program

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. *The institution must retain, for review and submission to the U.S. Department of Education upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.*

7. Date of the first day of class. Include both:
 - The first day the program was or will be offered by the institution, and
 - The day you would like to begin disbursing Title IV funds to students enrolled in the program.

Ongoing information tracking and reporting requirements once approval is granted.

Federal law includes certain disclosure and reporting requirements for which the proposing program is responsible. Institutions must include the information below in promotional materials it makes available to prospective students and on its Web site as well as report this information to the U.S. Department of Education. *When proposing your program, please explain who from the administrative unit housing the program will be responsible collecting and reporting this data to the Office of Student Financial Aid and Scholarships.*

Information to be provided *on an ongoing basis* by proposing program:

- The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site.
- The on-time graduation rate for students completing the program (Office of the Registrar can provide lists of completing students with completion time for each)
- The job placement rate for students completing the program [Val looking for information on how to do this from feds that we can point people to].
- Other information needed by the Office of Student Financial Aid and Scholarships and/or the Office of Institutional Research in order to comply with federal regulations.

Information to be provided by the Office of Student Financial Aid and Scholarships in support of the program:

- The tuition and fees the institution charges a student for completing the program within normal time.

- The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.
- The median loan debt incurred by students who completed the program (separately by Title IV loans and by other educational debt to include both private educational loans and institutional financing) as provided by the Secretary.