

## **PROPOSAL PROCESS E: NEW CERTIFICATE OF GRADUATE STUDY (COGS) OR CERTIFICATE OF ADVANCED GRADUATE STUDY (CAGS)**

Use the following guidelines to propose either a new Certificate of Graduate Study (COGS) or a new Certificate of Advanced Graduate Study (CAGS). Only one certificate may be proposed in a single proposal.

### Certificates' Definitions and Parameters

**Certificate of Graduate Study (COGS):** a focused area of study generally consisting of 9 to 12 credit hours of graduate-level coursework. Certificate of Graduate Study coursework may be applied toward graduate degree completion, but that coursework does not necessarily need to fulfill any specific degree requirements. The minimal admission requirement for a Certificate of Graduate Study is a completed baccalaureate degree. Any additional admission requirements are defined by the sponsoring program or department.

**Certificate of Advanced Graduate Study (CAGS):** a focused area of study beyond the master's level generally consisting of 9 to 12 credit hours of graduate coursework. The minimal admission requirement for a Certificate of Advanced Graduate Study is a completed Master's degree. Any additional admission requirements are defined by the sponsoring program or department.

COGS and CAGS proposals must include both a completed Library Resource Form and clearly defined program goals that follow university established guidelines for student learning goals and outcomes.

### Approval Process

All Process E proposals require a College Curriculum Committee hearing, a Senate Curriculum Committee hearing, and are presented to the full University Senate for a formal vote. If approved, the proposals are forwarded to the Provost's office for administrative approval, and before final implementation must be announced to the Board of Trustees (BOT) Academic Affairs Subcommittee, to the full BOT, and (depending on the type of program) to the state.

Please note: The information above and *Italicized text in the guidelines that follow is for explanatory purposes and should not be part of a final proposal.*

**Abstract (one-page):** *Abstracts must provide the following information:*

- a. **Proposal Title:** *State the title of the new certificate.*
- b. **Sponsors:** *The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary programs, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the program must be clearly indicated.*
- c. **Classification of Instructional Program (CIP) Code:** [CIP Selector](#)
- d. **General Merit of the Program:**
- e. **Relationship to Pre-Existing Programs or Offerings:**
- f. **Summary of Curriculum:** *List all courses, course credit hours, and total certificate hours.*
- g. **Implementation Time Frame:** *Date the program will first be offered.*
- h. **Additional Resources Required (technology, staff, space):** *State NONE if no additional resources are needed. If additional sources are needed, provide information from section I.h. here.*

## I. DETAILS

- a. **Proposal Title:** *State the title of the new certificate.*
- b. **Sponsor(s):** *The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary programs, joint sponsorship by all concerned departments is desirable. For interdisciplinary programs across colleges, a secondary dean should sign the submission form.*
- c. **Classification of Instructional Program (CIP) Code:** [\(CIP Selector\)](#).
- d. **Program Scope/Size:** *This refers to the number of students initially expected to enroll in the program and anticipated growth.*
- e. **Declaration Requirements:** *State any specific BS, BA, MA, or MS degree, course, or GPA requirements for students to declare the Certificate.*
- f. **Completion Requirements:**
  - Completion of all required coursework in accordance with University requirements for good standing.
  - Additional requirements for certification. *Specify these requirements.*

- g. **Implementation Date:**       Fall (YYYY)  
    Spring (YYYY)

h. **Resource Requirements:**

1. **Equipment, Space, Technology, etc.:**

- \_\_\_\_\_ Current resources are sufficient.  
\_\_\_\_\_ Additional resources are needed. *Explain resource needs.*

2. **Staffing Resources:**

- \_\_\_\_\_ Current resources are sufficient.  
\_\_\_\_\_ Additional resources are needed. *Explain resource needs.*

3. **Library Resources:** *Attach a completed and signed Library Resource Form.*

- \_\_\_\_\_ Current resources are sufficient.  
\_\_\_\_\_ Additional resources are needed. *Explain resource needs.*

- i. **Related Curriculum Proposals Being Simultaneously Submitted:** *List only those proposals directly related to this proposal (e.g., new course proposals or course change proposals for the certificate). If none, state NONE.*

**II. GENERAL MERIT OF THE PROGRAM:** *Specifically address the need and merits of the certificate being proposed—this includes pedagogical and professional benefits to students as well as how it relates to the goals of the degree program, the department, college, or other constituencies.*

**III. PROGRAM DESCRIPTION:**

- a. **Program Goals:** *Outline the expected Program Goals, Student Learning Goals, and Student Learning Outcomes following university established guidelines. Relevant assessment grids should be used to inform this discussion.*

b. **Program Curriculum:**

1. **Program Structure:** *Outline program structure and courses with course credit hours and total credit hours. Identify any new courses associated with the program.*
2. **Sequence of coursework:** *Order courses that would typically be taken by semester, noting any course prerequisites.*

- c. Program Administration:** *State the academic unit that will house the certificate and explain how the certificate will be administered.*
- d. Program Evaluation:** *Explain the procedures that will be used to assess the success of the program in meeting its goals and objectives.*

#### **IV. RESULTS OF CONSULTATION**

- a. Consultations Requested:** *List by name and department and date requested. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included.*
- b. Consultations Received:** *List by name and department. Copies of emails are acceptable. Letters from all parties listed in this section as consultants must be included.*
- c. Consultations Not Received:** *List the names and departments of anyone who did not respond to the consultation request.*
- d. Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*