PROPOSAL PROCESS E: NEW CERTIFICATE OF UNDERGRADUATE STUDY (CUGS)

Use the following guidelines to propose a new Certificate of Undergraduate Study (CUGS) program.

A Certificate of Undergraduate Study provides credentialing for students completing a coherent and definable four-course area of study totaling 12 to 17 credit hours. Completion of the CUGS is noted on students' transcripts and is intended as a supplement to majors, minors, and other concentrations, and may be open to either, or both, matriculated and non-matriculated students.

Please note:

- The CUGS may be restricted to students outside an undergraduate degree or minor, or concentration related to the Certificate of Undergraduate Study.
- CUGS allow for only two courses (6 to 8 credits) to be double counted from another single major, minor, or other certificate of undergraduate study.
- The CUGS may require additional prerequisites associated with upper-level courses or a prerequisite for the certificate itself (generally a maximum of 6 credit hours) beyond the CUGS coursework of 12 to 17 credit hours.
- Sponsors should plan to explain and justify the proposed certificate's balance of lower- and upper-level requirements.
- When the CUGS is open to students in a major from which the coursework is drawn and the coursework also fulfills a student's major degree requirements, a companion concentration for the major needs to be proposed.
- CUGS 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 assessment.

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 the italicized text in the guidelines that follow are for explanatory purposes and should not be part of the final proposal.

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

a. **Proposal Title:** *State the title of the new CUGS*
b. **Sponsors:** *The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary CUGS, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the CUGS 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 courses, course credit hours, and total certificate hours, including prerequisite courses.*
g. **Implementation Time Frame:** *Semester the certificate will be offered.*
h. **Additional Resources Required (technology, staff, space):** *State NONE if no additional resources are required. If additional resources are needed, provide information from section I.h. here.*

I. **DETAILS:**

a. **Proposal Title:** *State the title of the new CUGS here*.

b. **Sponsor(s):** *The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary certificate programs, joint sponsorship by all concerned departments is desirable. For interdisciplinary certificate 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 its anticipated growth.*

e. **Declaration Requirements:**
   1. **Matriculation** ☐ Matriculated Students Only

      ☐ Non-Matriculated Students Only

      ☐ Both Matriculated and Non-Matriculated Students

   2. **Prerequisites:** *State any course prerequisites, GPA requirements, or completed credit hours required for students to declare the CUGS. If there are no prerequisites, state NONE*.

   3. **Restrictions:** ☐ Available to all students

      ☐ Not Available to students who have the following majors/minors/concentrations: *List program names.*

Note: The Certificate of Undergraduate Study may be restricted to students outside an undergraduate degree or minor, or concentration related to the CUGS. Certificate of Undergraduate Study students may only double count two courses (6 to 8 credits) from another single major, minor, or other certificate of undergraduate program they are concurrently completing to fulfill the requirements for a Certificate of Undergraduate Study.

    f. **Certificate 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 need. *Explain resource needs.*

2. **Staffing Resources:** *State if new faculty resources are necessary to staff the course or if current resources are sufficient.*
   _____ 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 proposals directly related to this proposal (e.g., new course proposals for the certificate). If none, state NONE.*

II. GENERAL MERIT OF THE PROGRAM*: In two to three paragraphs explain the need for, and benefits of, the proposed program for students, the department/college, and the University.*

III. PROGRAM DESCRIPTION:
    a. **Program Goals:** *Outline the expected Program Goals, Student Learning Goals, and Student Learning Outcomes following university-established guidelines. Proposals to be housed within existing programs should use the relevant assessment grids to inform the discussion.*

   b. **Program Curriculum:**
      1. **Program Structure:** *Outline program structure and courses with course hours and total credit hours. Identify new courses associated with the program.*

      2. **Sequence of coursework:** *Order courses that would typically be taken, 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:** *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.*