

PROPOSAL PROCESS E: NEW CERTIFICATE OF POST-BACCALAUREATE STUDY

Use the following guidelines to propose a new Certificate of Post-Baccalaureate Study. Only one certificate may be proposed in a single proposal.

Post-Baccalaureate Certificate Definition and Parameters

A Certificate of Post-Baccalaureate Study is a focused program of undergraduate study beyond a bachelor's degree consisting of 18 to 30 credit hours. The post-baccalaureate certificate is intended to offer students who already possess a bachelor's degree additional professional preparation or preparation for future graduate work. Minimum acceptance requirements include a completed BA or BS. Any additional admission requirements are defined by the program or department.

Any variation to the recommended (18-30) credit hours must be explained and justified in the Certificate of Post-Baccalaureate Study proposal. The proposal should also specify the certificate's intended student population and the educational or professional benefit it may provide those students. The balance of lower- and upper-level requirements should also be explained and justified.

Proposals for new certificates of post-baccalaureate study must also include 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 by those bodies, 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. **Program Title:** *State the title of the new Certificate of Post-Baccalaureate Study.*
- b. **Sponsors:** *The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary courses, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the course 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 credit hours.*
- g. **Implementation Time Frame:** *Date the program will first be offered.*

- _____ 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. 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 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 as consultants in this section 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.*