UNL Graduate Certificate Proposal Form

See Board of Regents Graduate Certificate Guidelines on page 4 of this document.

Name of the proposed Certificate Program:

List the participating Department(s):

List names of faculty members who will serve on certificate advisory committee:

APPROVALS

I. This proposal is being submitted on behalf of the faculty for the proposed Certificate Program.

Chair of Certificate Advisory Committee Date

II. This proposal has been reviewed and approved by the Graduate Committee(s) of the sponsoring department(s).

Chair(s), Departmental Graduate Committee(s) Date

III. The department(s) listed below agree(s) to sponsor the Certificate program proposed in this document. By serving as the sponsor(s) for the proposed Certificate, the department(s) is (are) making a commitment to provide sufficient resources for the Certificate to thrive.

Name(s) of Sponsoring Department(s) Date

Chair(s) of Sponsoring Department(s) Date

IV. Assurance that resources are available for the proposed Certificate program.

Dean(s) of Sponsoring College(s) Date

V. This proposal has been reviewed and approved by the UNL Graduate Council.

UNL Dean of Graduate Studies Date

Senior Vice Chancellor for Academic Affairs Date

Please respond briefly to the following questions about the certificate program.
Insert your answers on this page.

1. Are there adequate resources and sufficient number of qualified faculty to support the certificate program?

2. How will the certificate program complement or enhance existing degree programs?

3. What is the student, community or market demand for this certificate?

4. What are the procedures for, and stated qualifications for, admission of students to the certificate program?

5. What is the curriculum of the certificate program? Use the attached form to list specific required or elective courses in the masters program and the certificate program. Are there other requirements (fieldwork, capstone experience, etc.)?

6. What are the measures and procedures for verification of completion of the certificate requirements?

7. What are the measures and procedures for ongoing evaluation of the certificate program?

Proposed Graduate Certificate Curriculum

Campus submitting proposal _____UNL_____

Name of Proposed Certificate _____

Name of Existing Masters Program _____
(The assumption here is that the certificate courses are a subset of an existing masters degree curriculum. Please attach a brief explanation if this is not the case.)

Courses in Existing Masters Program (List course numbers)	**Masters Credit # Credit Hours**	**Certificate Credit # Credit Hours**
TOTAL		

University of Nebraska Graduate College Guidelines for Certificates
These are the broad academic guidelines that the Board of Regents have set for Graduate Certificates.

1. Rationale. A certificate program should be designed to enhance the marketability of graduate students or to provide a service to a segment of the community through short-term graduate education.

2. Origins. The authority to propose certificate programs resides with the faculty in disciplinary areas.

3. Relationship to degrees. The Graduate Committee of graduate degree programs are authorized to administer approved graduate certificate programs. Students need not be admitted to a degree objective to enter a certificate program. Students enrolled in a degree program containing a certificate may earn the certificate before earning the degree. Specific admission to a certificate program does not ensure later admission to a degree program.

4. Overlap with degrees. A student may use certificate courses toward the completion of a degree as determined by the Graduate Committee administering the certificate program.

5. Transcript. Transcripts provided as evidence for the degree admission process are sufficient for the certificate program.

6. Hours. A certificate program will consist of not less than 12 hours and not more than 20 hours.

7. Admission status. Admission criteria for graduate certificate programs are expected to be as rigorous as those for degree programs.

8. Admission process. The admission process is through the program level and the Graduate College.

9. Post-baccalaureate or post-masters. Certificate programs must be post-baccalaureate.

10. Single disciplinary or interdisciplinary. A certificate program may be either. If interdisciplinary, admission processes must be accomplished at the level of one of the participating departments.

11. Administration. All certificate programs are administered through the Graduate College.

12. Course restrictions. All courses must be approved graduate-level courses and students must maintain the same academic standing as imposed by the degree program. **In order to qualify for expedited review, only existing courses may be used as curriculum in the certificate program, and no new courses may be created. Note: Expedited review is faster and has fewer layers of approval beyond the campus.**

13. Duration. The time limit for the certificate program is the same as for the masters degree program.

14. Financial assistance. Only degree objective students are eligible for financial assistance.

15. Review/Approval Process. Proposals originate at the unit/college level and are forwarded to the Graduate College for consideration. . The expedited approval process for certificates at UNL extends through the UN Executive Graduate Council. Certificate programs requiring new courses or other significant new resources may have to be approved by the Board of Regents and the Coordinating Commission on Post-Secondary Education.