

# Proposal for New Undergraduate Certificate Program

*This coversheet must accompany a completed proposal for a new certificate program.*

Name of the proposed certificate program:

List the participating Department(s):

Names of those faculty members serving on the certificate advisory committee:

## APPROVALS

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

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Chair of Advisory Committee

Date

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

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Chair(s), Departmental Curriculum 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.

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Name(s) of Sponsoring Department(s)

Date

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Chair(s) of Sponsoring Department(s)

Date

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

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Dean(s) of Sponsoring College(s)

Date

V. This proposal has been reviewed and approved by the college curriculum committee.

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Dean of College

Date

**A proposal to create an undergraduate certificate must include the following information:**

Rationale and Need

Relationship to degree/major

**Hours and Courses/Projects/Experiences Required.** A certificate program will consist of not less than 12 hours and not more than 20 hours.

Faculty Responsible for those Courses

Advising Processes

Admission criteria

Admission processes

**Administration.** All certificate programs are administered through the college.

Measures and Procedures for Verification of Completion of the Certificate Requirements

Measures and Procedures for Ongoing Evaluation of the Certificate Program

Costs of Operating the Proposed Certificate Program

All courses must be approved undergraduate 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.

Review/approval process: department(s), college(s), SVCAA/VCIANR, APC, Registration & Records.