

# Proposal for New Transcribed Undergraduate Certificate Program

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

Name of the proposed undergraduate certificate program:

List the participating department(s):

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

## APPROVALS

- I. 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

- II. 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

- III. Assurance that resources are available for the proposed Certificate program.

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Dean(s) of Sponsoring College(s)

Date

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

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Dean of College

Date

- V. This proposal has been reviewed and approved by the SVCAA/VCIANR.

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SVCAA/VCIANR

Date

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

**Rationale and Need.**

**Relationship to Degrees/Majors.**

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

**Advising Processes.**

**Admission Criteria.**

**Admission Processes.**

**Administration.** All certificate programs are administered through the hosting unit(s).

**Measures and Procedures for Verification of Completion of the Certificate Requirements.**

**Measures and Procedures for Ongoing Review of the Certificate Program.**

**Costs of Operating the Proposed Certificate Program.**

## REVIEW PROCESS

Undergraduate certificates must be approved by the NU system, the Board of Regents, and the Coordinating Commission for Postsecondary Education. Undergraduate certificates will be included as part of the regular reviews of the sponsoring departments.

Campus review/approval process:

- UNL: department(s), college(s), SVCAA/VCIANR, APC, Chancellor.
- UNO: department(s), college(s), SVCASA, EPAC, Chancellor.
- UNK: department(s), college(s), SVCAASL, Chancellor.
- UNMC: program(s), college(s), VCAA, Chancellor.

