New Graduate Certificate Program: Graduate Certificate or Post-Master’s Certificate

The program must consist of 12–21 graduate semester credit hours, with some flexibility at the upper end of that range. The required courses must be part of the graduate curriculum of a university with graduate degree programs as part of its role and scope and must be taught by faculty with graduate faculty status.

# 1. Proposed effective term/date

# 2. Title of proposed graduate certificate program

# 3. Proposed CIP Code

(This is almost invariably the CIP code of the “parent” degree program.)

# 4. Reason for proposed GC or PMC implementation

# 5. Provide the following:

## 5.1 Curriculum outline – list of courses in new program, with required courses underlined

## 5.2 Total semester credit hours required for proposed program

## 5.3 New courses with descriptions

## 5.4 Program goals and objectives

## 5.5 Expected student learning outcomes

## 5.6 Documentation that program meets employer needs

(In addition to documentation you provide, the Office of the Provost will submit a Workforce Analysis Request to ADFA once internal approvals are at the university level.)

## 5.7 Student demand *(*projected enrollment*)* for proposed program

## 5.8 Names of institutions offering similar programs and the institution*(*s*)* used as a model to develop proposed program

## 5.9 Scheduled initial program review year

(Since every GC/PMC program is embedded in a degree program, this will be the date of the next review of the program within which the certificate program will be embedded.)

# 6. Provide documentation that proposed program has received full approval by licensure/certification entity, if required.

(For example, a graduate certificate offered for teacher licensure must be approved by the ADE Division of Elementary and Secondary Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form must be submitted to ADHE along with the LON.)

# 7. Will this program be offered on-campus, off-campus, or via distance delivery? If the latter, indicate mode of distance delivery.

## 7.1 If distance delivery (online), indicate the mode of distance delivery.

(If this will be an online program, also include <adhe-attach-m-online-program-support.pdf> in the documents that go through the curriculum process.)

## 7.2 If off-campus delivery, indicate location and consult the Office of the Provost for additional steps.