New Certificate Program

Creation of a new Certificate of Proficiency (CP), Technical Certificate (TC), or Graduate Certificate (GC) that is made of primarily existing courses. Credit hour limits are as follows: Certificate of Proficiency (6 – 21 SCH), Technical Certificate (21 – 45 SCH), and Graduate Certificate (12 – 21 SCH). A Technical Certificate must be developed from an existing degree program and at least 75% of the coursework must be from that program. *For new programs made of mostly new courses, a Letter of Intent and subsequent Program Proposal are required.*

# 1. Proposed effective term/date

# 2. Title of proposed certificate program

# 3. Proposed CIP Code

If embedded in a degree program, the certificate CIP code is often the same as the parent degree program but can differ if a better code exists. See the CIP system web site here: <http://nces.ed.gov/ipeds/cipcode/>. Contact the Office of the Provost for assistance.

# 4. Reason for proposed certificate

# 5. Provide the following:

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

## 5.2 Total semester credit hours

## 5.3 New courses with descriptions (cannot exceed 25% of coursework)

6. Will 50% or more of the proposed certificate program be offered online or at an existing off-campus location?

6.1 If online, what percentage of the curriculum will be online?

6.2 If off-campus, identify location.