

## **New Certificate for Academic Credit**

A certificate program that enrolls students for academic credit can originate with faculty members or administrators and must be reviewed and a recommendation on approval provided by the appropriate academic unit curriculum committee, the program/unit faculty, and the dean of the unit. The proposal for the certificate is then submitted to the Graduate Academic Council, accompanied by position memos from the program/department faculty, the academic unit curriculum committee (required), and the Dean (optional).

The deadline for filing a new Certificate for Academic Credit proposal is November 15.

Timely consultation and supporting documentation will ensure the curriculum proposal is reviewed expeditiously. Consultation should occur with the following, as appropriate:

- Associate Vice President for Graduate Education to ensure that academic policies are being followed in certificate design
- Vice Provost of Operations and Finance
- Director of Accreditation and Assessment regarding accreditation and assessment issues specific to certificates

Review for recommendation on the proposal is required by the following:

- Representative of program/department faculty
- Academic unit curriculum committee
- Dean
- Graduate Academic Council

The final approval decision is given by the Provost.

New certificates for academic credit are filed using the New Certificate for Academic Credit Proposal form found in the [Appendix-Forms](#) section of this Handbook.

The information required for the proposals is listed in the form and should be attached to the proposal form.