



New Certificate for Academic Credit Form

Academic Unit:

Program/Department:

Originator/Person Responsible for Proposal:

Name of 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 approved by the appropriate academic unit Curriculum Committee and submitted to the full faculty and Dean of the academic unit for approval. The proposal for the certificate for academic credit 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).

Timely consultation and consequent supporting documentation will ensure that 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
- Director of Accreditation and Assessment regarding accreditation and assessment issues specific to certificates

Recommendation for approval is required by the following:

- Program/Department Faculty
- Academic Unit Curriculum Committee
- Dean
- Undergraduate Academic Council

Final Approval decision is made by

- Provost

Submit this form with the consultations review documentation and the academic unit recommendations to the office of the Associate Vice President for Graduate Education (GradEd@chapman.edu) by **November 15**. The form and information will be sent to the Chair of the Graduate Academic Council for review. The Originator is responsible for all information, signatures and dates of the administrators from whom consultation is required and for obtaining academic unit recommendations, as noted on the following pages.

Please refer to the instructions for new Certificates for Academic Credit proposals in the *Curriculum Handbook*.

Deadline for filing is November 15 – Proposal Information Required

The proposal for a certificate for academic credit must include the following information:

1. Full name of certificate.
2. Name of the academic unit or program/department offering the certificate.
3. Description of the program.
4. Proposed catalog listing.
5. Admission criteria.
6. Learning outcomes for certificate program.
7. Course content and number of credits required.
8. List of new courses.
9. Expected enrollment and impact on courses offered.
10. Start date of program.
11. Number of new faculty needed.
12. Name of faculty to be contacted by students with questions or for advising
13. Additional facilities or equipment needed.
14. Additional library resources needed.
15. Any other resources needed not listed above.

Please attach the above information to this form.

Recommendation/Approval Checklist and Required Signatures

Program/Department Faculty Representative	Recommended ☐ Not Recommended ☐ Print Name Signature _____ Date _____ Memorandum provided: Yes _____ No _____
College/School Curriculum Committee	Recommended ☐ Not Recommended ☐ Print Name Signature _____ Date _____ Memorandum provided: Yes _____ No _____
College/School Dean	Recommended ☐ Not Recommended ☐ Print Name Signature _____ Date _____ Memorandum provided: Yes _____ No _____
Graduate Academic Council	Recommended ☐ Not Recommended ☐ Print Name Signature _____ Date _____ Memorandum provided: Yes _____ No _____
Provost	Approved ☐ Not Approved ☐ Print Name Signature _____ Date _____