## **New Undergraduate Certificate Template**

Academic Year 2023-2024

Contact the Registrar's office to initiate a new certificate. A form will be created in [OCEAN 1.9](https://webapps-legacy.ohio.edu/ocean/dashboard/dashboard.htm) by the Registrar's office with a temporary program code.

\*Please ensure the proposal is saved with the date and program code in the name of the document (e.g., MAXX01LawJusticeCulture\_112017).

1. Summary Statement
2. Date of submission
3. Certificate code (assigned by Registrar’s office)
4. Name of certificate
5. Administrative unit(s) proposing program
6. Name(s) of individual(s) proposing the certificate and their email address(es)
7. A brief (< 250 word) statement summarizing the certificate (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.
8. Provide a certificate overview (This will be published in the catalog.)
9. Need for Certificate
10. Rationale and data/evidence demonstrating the need for the certificate.
11. Certificate distinctiveness, especially when requirements overlap with other programs and/or academic units
12. Provide evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this proposal. Documented approval is required from departments whose courses your program will require. Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.
13. Curriculum
	1. Describe the curriculum in a format that includes all the following:
	2. Course prefixes, numbers, names, and credit hours for each of the required courses, and specify what courses exist and what courses are new.
		1. If new courses are proposed, indicate the status of their approval through ICC/UCC.
		2. Were 50% or more of the courses in the proposed certificate developed specifically for the certificate?
	3. All permitted electives, and any required field/clinical requirements,
	4. The total number of credit hours required for completion of the certificate.
	5. The minimum GPA required for each course as well as a minimum overall GPA.
	6. Completion requirements
	7. The breakdown of OHIO coursework that is existing, revised, or new (using this chart).

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| **Category** | **Number of Credit Hours** | **Percent of Total** |
| Existing or repackaged curricula: *Courses from existing inventory of courses at OHIO* |   |   |
| Revised or redesigned curricula: *Courses for which content has been revised for the new program* |   |   |
| New curricula: *Courses developed for the new program that haven't been offered at OHIO* |   |  |
| Total: *Must match the total number of credit hours required for the program* |   |  |

1. Admission Requirements
	1. What are the criteria for admission into the program? Be specific. (please consult with Undergraduate Admissions to ensure desired criteria can be honored within policy and regulations; please note that under current policy, transfer credit may be applied to undergraduate certificates)
	2. Are there any limits on the number of enrollments? If yes, what criteria will be used to make selections?
2. Modality
	1. Is this certificate intended to be delivered completely online? If not, what modality will the instruction be delivered? List each course and its modality.
* If yes, is there a mandatory or an optional in-person component (e.g., residency or clinical)?
1. Accreditation & Licensure/Certification
	1. Is the certificate included with a program accreditation?
	2. If so, what is the name of the agency that would accredit the certificate?
	3. Has it been contacted and what is the plan and timeline for accreditation?
	4. Is the curriculum in accord with its standards?
	5. Is this certificate designed to meet educational requirements for a specific professional licensure or certification? If yes, please respond to the following questions.
* Is the license/certification required for employment in this occupation?
* Is completion of the certificate sufficient to meet state licensing requirements?
1. Faculty and Instruction

#### Who will be teaching, what is their faculty rank and their terminal degree?

#### Will new faculty expertise or new faculty members be needed to operate this certificate?

#### If yes, is there approval to hire new appropriately credentialed faculty members?

#### If no, provide an explanation of existing faculty capacity?

#### How will new faculty for the program be selected? By whom?

#### What are the minimal qualifications expected of instructors in the program? HLC has guidelines on [faculty qualifications](https://www.hlcommission.org/Publications/determining-qualified-faculty.html).

1. Resource implications
	1. What is the financial impact of the program (projected income and expenses), including resource needs such as personnel, space renovations, equipment and technology, library resources, waivers, etc.
2. Timing

Considering the information on Programs Committee Guidelines regarding approval timelines for internal and external approvals, information for financial aid-eligible certificates, and keeping in mind that programs cannot be marketed until they are formally approved at all levels, what is the:

* 1. Proposed date of certificate launch (official announcement and marketing begins)
	2. Proposed semester of initial enrollments
1. Assessment and Program Review
2. What are the certificate’s learning outcomes?
3. How will these outcomes and program quality be assessed?