

Guidelines for Proposing New Certificate Programs (Integrated Curriculum Committee, December 2013)

Definition of Academic Certificates

- I. An Academic Certificate is a cohesive course of study, shorter than a degree program, designed to provide students with training focused to enhance their professional/career opportunities. **Academic Certificates require coursework that is identified by a program prefix and a course number. (In other words, professional development or continuing education courses with an EENC prefix may not be applied towards an Academic Certificate.)** Certificates fall into one of two categories: Undergraduate and Post-Baccalaureate.
- II. The minimum admission requirements for Undergraduate Certificates are equivalent to the standards for admission to HSU as an undergraduate student (except that students who have completed a Bachelor's degree may be admitted to an Undergraduate Certificate program). Individual certificate programs may set higher admission requirements.
- III. The minimum admission requirements for Post-Baccalaureate Certificates are the completion of a Bachelor's degree. Individual certificate programs may set higher admission requirements.
- IV. Certificate programs require a minimum of 9 semester units of coursework. The maximum number of units for a certificate is generally 20.
- V. Certificate programs must specify the minimum GPA standards needed to graduate from the program. This standard may not be lower than the current graduation standards for matriculated HSU students.
- VI. Certificate programs must be designed so that students can complete the program within two years.
- VII. All new certificate programs will be offered through the College of eLearning and Extended Education (CEEE). Certificate programs will be overseen by a Program Coordinator with academic and curricular oversight provided by an academic department or other stateside or self-support academic unit (such as a college or school). If the Certificate program will have academic oversight outside a department, consultation with all appropriate parties (CEEE, Deans, related departments) is required. When possible, academic oversight of certificates should be provided by academic departments.*
- VIII. All faculty teaching Academic Certificate Courses must either be current HSU faculty, or be hired in consultation with/recommendation by current HSU faculty.*
- IX. Certificates shall be designed to be available to students who are not currently-matriculated HSU students. Current state-support students will have access to certificate courses for an additional fee. Note that the primary difference between an undergraduate certificate and an undergraduate minor is that minors are designed for currently-matriculated HSU students, while certificates are for students who are not currently matriculated at HSU.

Guidelines for Submitting a New Certificate Proposal

- I. Initial planning for a new Certificate program should begin with informal conversations with all interested parties including the departmental faculty, Dean(s), and College of eLearning and Extended Education. Departments are welcome, but not required, to consult the Academic Master Planning Subcommittee (AMP) of the ICC as well at this stage. When all interested parties agree that the basic idea of the new Certificate is acceptable, then the program prepares a New Program Proposal.
- II. The program submits a New Program Proposal with an attached narrative that includes
 - a. Evidence of need for this Certificate including long-term student demand and employment prospects as well information about enrollment in comparable programs and how the proposed certificate program aligns with HSU priorities.
 - b. The Curriculum for the Certificate. What courses will be required? In what sequence should the courses be taken? Are there pre-requisites for any of the courses? Include the Course Student Learning Outcomes mapped onto the Certificate Student Learning Outcomes.
 - c. Demonstration of how the proposed Curriculum meets standards established by any professional governing body for the field of study.
 - d. The plan for how often Certificate courses will be offered.
 - e. Information about the planned curricular oversight for this certificate. Generally Certificate programs will be housed in an academic department, which assesses the Certificate as part of the PREP process. Occasionally, an interdisciplinary Certificate might be under the oversight of a faculty Program Director or an Oversight/Steering Committee.
 - f. The Federal Gainful Employment Disclosure Form created by Financial Aid. (According to Federal law, the information reported on this form must be included in all Public Relations and website information about the program.)
 - g. Information about instructional resources (library, facilities, equipment, etc.) needed for the Certificate.
 - h. A general outline of the MOU that will specify how HSU will be reimbursed for state resources used by Certificate students.
 - i. A plan that will permit students to complete the certificate if the program is discontinued.
- III. If the Certificate is partially intended for current HSU students, the proposal must also include catalog copy describing the program requirements and the process for applying for the certificate, including information on the availability of Financial Aid.

Review Process for New Certificates

- I. Departments can expect the New Certificate Approval Process to take several months. If the new Certificate will be listed in the HSU Catalog, the New Program Proposal must be submitted by the Spring Program Change deadline in order for the proposal to be processed in time to appear in the next HSU catalog. If the New Certificate will not be listed in the HSU catalog, the proposal may be submitted at any time during the year.
- II. Once the proposal is submitted, the Academic Master Planning Subcommittee (AMP) of the Integrated Curriculum Committee will evaluate the proposal and recommend revisions as needed. At this stage, multiple revisions may be necessary.
- III. When the AMP believes the proposal is ready for approval, it will forward the proposal to the full ICC for approval.
- IV. Following ICC approval, the new Certificate proposal will move to the Senate as an action item for approval.
- V. After the proposal has been assigned to AMP (meaning that the proposal is complete), the program may begin recruiting students so long as all materials include a statement that the program will only be available pending completion of the University approval process. After the Senate and Provost have approved the new Certificate, the College of eLearning and Extended Education may begin enrolling students.