

**SUPPLEMENTAL GUIDELINES FOR
GRADUATE CERTIFICATE PROPOSALS**
(SEN. DOC. NO. 09-023)

I. APPROVAL CRITERIA

- A. The proposed curriculum must offer a clear and appropriate educational objective at the graduate level.
- B. The proposed sequence of courses must express a clear educational objective to be achieved in an efficient and defined manner.
- C. All courses must be graduate level (numbered 500 or higher) and taught by members of the Graduate Faculty.
- D. A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (e.g., external demand for the skills associated with such a certificate) or internal academic needs (e.g., the need for a critical mass of students in a given discipline).
- E. If the area of study for a certificate requires new courses, those courses must be approved by the Faculty Senate Course Approval process.
- F. Proposals should be submitted following the Faculty Senate Program Approval Guidelines. Upon approval, the Graduate School will update its documentation and procedures to include the new certificate.

II. OVERLAP

- A. Certificate requirements may overlap with requirements of a degree program and/or other certificates in whole or in part.
- B. The extent of any overlap must be clearly described in the proposal.
- C. If a certificate and a degree overlap with the same department, then the Registrar will note on the transcript that the certificate has been superseded by the award of the degree.

III. PERIODIC REVIEW CRITERIA (EVERY FIVE YEARS)

In general, certificates will be evaluated according to the following measures:

- A. Statistics on completion of the certificate program (i.e., number of students, matriculated and non-matriculated, time it took to complete the certificate).
- B. Availability of courses, student enrollment per course, faculty teaching the courses, student evaluations.