

**SUPPLEMENTAL GUIDELINES FOR
UNDERGRADUATE CERTIFICATE PROPOSALS**
(SEN. DOC. NO. 09-018)

I. APPROVAL CRITERIA

- A. The proposed curriculum expresses a clear educational objective to be achieved in an efficient and well-defined manner.
- B. The proposed sequence of course work must offer a clear and appropriate educational objective at the baccalaureate level.
- C. 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).
- D. A certificate proposal may include a maximum of two experimental courses.
- E. All proposals must present a schedule of course availability showing that the Certificate program can be completed within a reasonable period of time: A Certificate proposal relying on courses offered outside the sponsoring department or program must provide evidence of agreement by the unit(s) offering those courses.
- F. No more than two courses used to satisfy the requirements for one certificate program may be applied toward another Certificate program.

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 student who has completed a Certificate seeks clearance for a degree program which overlaps with that Certificate program, then the Registrar will note on the transcript that the certificate has been superseded by the award of the degree.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.
- C. In accordance with University policy, any experimental course listed in the original Certificate proposal that has been taught at least three times needs to go through the permanent course approval process.