

**SPECIAL REPORT**  
**of the**  
**GRADUATE COUNCIL**  
**concerning the**  
**PROCESS FOR REVIEW OF GRADUATE CERTIFICATES**

**Presented at the**  
**748<sup>th</sup> Regular Meeting of the Faculty Senate**  
**April 30, 2015**

**COUNCIL MEMBERSHIP**

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<b>Mark Hamin</b>	<b>Holli Selman</b>
<b>Cynthia Jacelon</b>	<b>Patrick Sullivan</b>
<b>A Yemisi Jimoh</b>	<b>Anais Surkin</b>
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## PROCESS FOR REVIEW OF GRADUATE CERTIFICATES

Faculty Senate Document No. 09-001 requires renewal of certificates every five years:

Certificates will remain in force for five years following their approval. In the fourth year, the sponsoring department or program of each certificate shall file a renewal request with the Faculty Senate Office, describing the status of and activity within the certificate program according to guidelines established by the Academic Matters Council and the Graduate Council. Continuation of the certificate program for each additional five-year term will require the approval of the Faculty Senate upon the recommendation of the appropriate council. In the case of certificates involving agreements among the Five Colleges, the review process in the agreement will govern. In the event that renewal is not approved, or a request for renewal is not filed, the certificate program will be phased out. Students may complete the requirements of a certificate within two years of expiration of the certificate program, subject to the availability of courses.

Your certificate is now up for renewal. Within one month, complete and submit this renewal application. If you are no longer responsible for this certificate, forward this request to the person who is now responsible for it, and notify the Faculty Senate Office ([senate@senate.umass.edu](mailto:senate@senate.umass.edu)) and the Graduate Council ([baronas@grad.umass.edu](mailto:baronas@grad.umass.edu)) of the change.

### Application to renew a graduate certificate

1. What is the certificate's title?
2. Who is the director of this certificate program?  
Name:  
Title:  
Department:  
Email:
3. If the director receives a course release or other compensation for managing this certificate program, provide the details.
4. When was the certificate approved or last renewed?
5. Completions (data can be requested from [gradreports@grad.umass.edu](mailto:gradreports@grad.umass.edu))
  - a. How many students have completed the certificate since it was approved or last renewed? (Certificates more than 10 years old need only go back 10 years.)
  - b. How many students were enrolled in degree programs at UMass Amherst at the time of certificate completion? Which degree programs were they enrolled in?
  - c. How many were non-degree students at the time of completion?
6. How many students are pursuing the certificate currently? (If this is an estimate, explain the basis for it.)
7. Are there any concerns about certificate completions or enrollments? If so, describe plans to address the concerns.

8. Attach the current requirements and course list for the certificate. For each course, indicate: (i) In what semesters (since the certificate was approved or last renewed) the course was available to certificate students; (ii) The instructor and enrollment for each of the course offerings; (iii) When the course will be available to certificate students in future semesters. Are any of the required courses offered *solely* or *primarily* for the benefit of students pursuing this certificate?
9. Describe any changes to the requirements and/or course list of the certificate since it was approved or last renewed, and explain why the changes were made. Also describe any plans for future changes.
10. Have any substitutions or exceptions been allowed for the certificate's requirements or courses? Describe each substitution/exception and indicate how many times it has been allowed.
11. Does the certificate's course list include any experimental courses that have been offered three times or more? If so, describe plans to seek permanent course approval.
12. How are the courses delivered? Primarily or exclusively online, primarily or exclusively face-to-face, or some combination of online and face-to-face?
13. What is the purpose of this certificate? How do you evaluate its effectiveness in fulfilling that purpose? How does it enhance the education of the students who complete it?

The Graduate Council will review this application and decide whether to recommend to the Senate that the certificate be renewed for a full five-year term, renewed for one or two years on probationary status with an opportunity for remediation, or discontinued. Reasons for recommending that a certificate be placed on probationary status include too few students pursuing or completing the certificate (indicating lack of student demand and/or unrealistic requirements), or problems with certificate courses (insufficient availability, too many experimental courses, too many exceptions/substitutions). Reasons for recommending that a certificate be discontinued include continuing problems after a probationary period, failure to submit this renewal application when requested, and request by the sponsor to phase out the certificate.

**MOVED: 33-15 That the Faculty Senate approve the Process for Review of Graduate Certificates, as presented in Sen. Doc. No. 15-049.**