



# COLLEGE-CREDIT CERTIFICATE PROGRAM PROPOSAL

## Definition of College-Credit Certificate

A college credit certificate program is “an organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion” [BOG Regulation 8.011 (7)(b)]. SACSCOC Comprehensive Standard 3.4.4 refers to “certificates or other professional education outside a collegiate degree program.” Thus, certificates should be viewed as professional in nature.

## Proposal

The requirements pertaining to each section below must be reproduced within the body of the proposal in order to ensure that all sections have been satisfactorily addressed. The credit certificate proposal should include the following elements:

1. Purpose. The proposal should describe the proposed program, identifying what value would be added by its establishment and identifying the target group(s) for the program. It should specify the skills and knowledge base to be achieved through the program. It must identify the requirements for certification essential to practice in or master technical aspects of an occupation and establish how specific courses satisfy this requirement. It should also provide the anticipated start date, the name of the certificate program director, and which C.I.P. code describes the closest match between the certificate and a specific degree program. (See: <http://nces.ed.gov/ipeds/cipcode>.)
2. Application Procedure. The proposal should describe the process by which an individual student applies to the program. It should clearly indicate the individual or position to which the application should be submitted and state that the certificate credential is not intended as a diploma or a degree. Students are required to apply as soon as possible (and prior to completing the second course in the program), and must be notified as soon as possible whether they are accepted into the program. Students should be informed that any certificate course taken could be subject to the excess credit hour fee identified in BOG Regulation 7.001(3), unless the certificate leads to licensure.
3. Admission Requirements. The proposal must state the requirements for admission to the program. The admission process should specify whether an applicant must be currently pursuing a degree or may be registered as a non-degree-seeking student. Other criteria for admissions may include previous educational background, grade point average, or other qualifications. The proposal should indicate the individuals or university positions that have the authority to admit a student to the certificate program.
4. Program of Studies. The proposal should include the total number of credits required and specify the courses to be taken. Credit hour requirements for each certificate may vary from 12 to 21 credits. Specific courses may either be required or elective. Each certificate program must include at least one common course or capstone experience required of all its students. A chart must be included that illustrates which course is required or elective, and who is

responsible for teaching the courses. There should be a plan for approving the student's course of study upon admission to the program. If a certificate program includes courses common to another certificate program, at least nine credits in the certificate program must be unduplicated in the other certificate program, absent justification provided to and approved by the relevant academic dean(s). Coursework used to fulfill the requirements of a certificate program may also be used to fulfill the requirements of an undergraduate major or minor. An undergraduate certificate shall not require the completion of graduate courses. Credit earned as part of a certificate program may or may not be transferable towards an advanced degree program as determined by criteria established in the advanced degree program.

5. Faculty Resources - Who are the core faculty members who would participate in the program? Do you anticipate adding to this core, and if so, how? What are the specific credentials that qualify these individuals to teach in and/or direct the certificate program, per University policy? (See Florida State University Policy 9-2, Policy for Credentialing Faculty Members, at <http://policies.fsu.edu>.)
6. Enrollment. The proposal should estimate the anticipated enrollment in the credit certificate program at years 1 and 5. It should indicate what resources are necessary to support the proposed certificate program and what impact, if any, the use of these resources will have on existing degree or certificate programs.
7. Certificate Requirements. The proposal should indicate the number of credits required and any time limits governing when such credits are earned. It should indicate whether or not transfer credits are accepted and whether any specific grade point average is required. The proposal shall clearly distinguish between the purposes and character of the proposed undergraduate or graduate certificate and any related undergraduate minor or specialized study.
8. Institutional Effectiveness. The proposal for a credit certificate shall identify at least three student learning outcomes, in addition to one program outcome related to the certificate as a whole, along with appropriate assessment methods for each. The learning and program outcomes will be assessed annually. Upon approval of the certificate program, the program faculty must enter these outcomes and assessment procedures into the university's institutional effectiveness portal. Credit certificate programs awarding fewer than nine (9) certificates annually shall not enter outcome results, analyses or improvement plans in the portal, in order to avoid compromising student privacy, but this circumstance must be reported in the institutional effectiveness portal.
9. Off-Campus Locations. The proposal should indicate that no credit hours for a certificate program may be earned anywhere other than on main campus or on the FSU-Panama City Campus.
10. Online Courses. If distance learning (DL) is offered within the certificate, note the anticipated percentage of traditional DL instruction delivered synchronously, the percentage of traditional DL instruction delivered asynchronously, and the percentage of ITV delivery. Courses delivered via ITV may only be taken at the Panama City, Florida, branch campus. For help making these determinations, contact The Office of Distance Learning at 644-4635.

11. Design of Certificate and Wording. The proposal for a credit certificate should include the name of the certificate, the date awarded, and the school or college (and department or unit) awarding the certificate. It should indicate whether it is an undergraduate or graduate certificate. (Please see sample certificate attached.)
12. Waivers of the provisions of the certificate policy may be granted by the Office of Faculty Development and Advancement. Such waivers shall be in writing and sent to the certificate director, department chair, academic dean, dean of The Graduate School or Undergraduate Studies, SACSCOC Liaison, and Institutional Research. Waivers should specify the rationale for the exception and the specific certificate provision(s) that are being waived.

#### Notes on Process

1. The proposal is initiated by the director of the proposed certificate program, who submits it through the following approval sequence:
  - a. Department Curriculum Committee (or Advisory Committee for Institute or Center)
  - b. Department Chair (or Director of Institute or Center)
  - c. School or College Curriculum Committee
  - d. Academic Dean
  - e. Dean of The Graduate School or Dean of Undergraduate Studies
  - f. SACSCOC Liaison
  - g. Vice President for Faculty Development and Advancement for final approval
2. Following approval, the Office of Faculty Development and Advancement notifies the following offices and individuals that the certificate program is in effect:
  - a. Provost
  - b. Registrar
  - c. Department
  - d. Academic Dean
  - e. Dean of The Graduate School or Dean of Undergraduate Studies
  - f. SACSCOC Liaison
  - g. Budget Office
  - h. Director of Institutional Effectiveness
3. Once a certificate program is approved, either The Graduate School or the Office of Undergraduate Studies will contact the unit in order to include information about the new program on their website. The program should also be included in the unit's *General Bulletin* copy. Upon approval of a new certificate, Plan Codes will be developed and implemented by the Registrar's Office for use in Student Central
4. An approved certificate program may be modified by following the same approval sequence as the original proposal.
5. Units should contact the Office of the Vice President for Faculty Development and Advancement through the Associate Vice President if they wish to terminate a certificate program. Termination of programs with student enrollment will require a teach-out approved by the Provost's Office and SACSCOC. All certificate programs must be reviewed by the curriculum committees of the appropriate units at least every 7 years. Any certificate program that has not awarded a certificate in the previous 7 years will be terminated.



# UNDERGRADUATE CERTIFICATE PROGRAM APPROVALS

COLLEGE: \_\_\_\_\_

DEPARTMENT/SCHOOL/INSTITUTE/CENTER: \_\_\_\_\_

NAME OF CERTIFICATE PROGRAM: \_\_\_\_\_

CERTIFICATE PROGRAM DIRECTOR: \_\_\_\_\_

LEVEL: \_\_\_\_ Undergraduate    Associated C.I.P. Code: \_\_\_\_\_    Start Date: \_\_\_\_\_

APPROVED:

|   |              |      |
|---|--------------|------|
| Department/School Curriculum Committee or<br>Advisory Committee for Institute or Center | (Print Name) | Date |
|---|--------------|------|

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|---|--------------|------|
| Department Chair or Director of School, Institute or Center | (Print Name) | Date |
|---|--------------|------|

|                              |              |      |
|------------------------------|--------------|------|
| College Curriculum Committee | (Print Name) | Date |
|------------------------------|--------------|------|

|               |      |
|---------------|------|
| Academic Dean | Date |
|---------------|------|

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|-------------------------------|------|
| Dean of Undergraduate Studies | Date |
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| Vice President for Faculty Development and Advancement | Date |
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|-----------------|------|
| SACSCOC Liaison | Date |
|-----------------|------|



# GRADUATE CERTIFICATE PROGRAM APPROVALS

COLLEGE: \_\_\_\_\_

DEPARTMENT/SCHOOL/INSTITUTE/CENTER: \_\_\_\_\_

NAME OF CERTIFICATE PROGRAM: \_\_\_\_\_

CERTIFICATE PROGRAM DIRECTOR: \_\_\_\_\_

LEVEL: \_\_\_\_ Undergraduate    Associated C.I.P. Code: \_\_\_\_\_    Start Date: \_\_\_\_\_

APPROVED:

|   |              |      |
|---|--------------|------|
| Department/School Curriculum Committee or<br>Advisory Committee for Institute or Center | (Print Name) | Date |
|---|--------------|------|

|   |              |      |
|---|--------------|------|
| Department Chair or Director of School, Institute or Center | (Print Name) | Date |
|---|--------------|------|

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|------------------------------|--------------|------|
| College Curriculum Committee | (Print Name) | Date |
|------------------------------|--------------|------|

|               |  |      |
|---------------|--|------|
| Academic Dean |  | Date |
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| Dean of The Graduate School |  | Date |
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| Vice President for Faculty Development and Advancement |  | Date |
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|-----------------|--|------|
| SACSCOC Liaison |  | Date |
|-----------------|--|------|