



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 identify particular needs, which cannot be met by existing degree programs or certificates, identifying the particular target group 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. Finally, it should provide the date it is anticipated the program will start and must identify the certificate program director.
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.
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 admissions requirements must clearly state that students must apply and be admitted to the certificate program in advance of beginning the coursework. 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 matrix 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

typically must not be included in the other certificate program without 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. 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.
6. 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.
7. Institutional Effectiveness. The proposal for a credit certificate shall identify at least three student learning outcomes along with appropriate assessment methods. The certificate 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.
8. Off-Campus Locations. The proposal should indicate that no credit hours for a certificate program may be earned at an off-campus site, with the exception of Panama City Campus.
9. 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. For help making these determinations, contact ODL at 644-4635.
10. 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.)

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. Vice President for Faculty Development and Advancement for final approval (including SACS Liaison review)
2. Following approval, the Office of Faculty Development and Advancement notifies the following offices 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. SACS Liaison
 - g. Budget and Analysis
 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.
 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 Assistant Vice President if they wish to terminate a certificate program. Termination of programs with student enrollment will require a teach-out under SACS. 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:

LEVEL:

_____ Undergraduate

APPROVED:

_____	Department/School Curriculum Committee or Advisory Committee for Institute or Center	Date
_____	Department Chair or Director of School, Institute or Center	Date
_____	College Curriculum Committee	Date
_____	Academic Dean	Date
_____	Dean of Undergraduate Studies	Date
_____	Vice President for Faculty Development and Advancement	Date
_____	SACS Liaison	Date



GRADUATE CERTIFICATE PROGRAM APPROVALS

COLLEGE: _____

DEPARTMENT/SCHOOL/INSTITUTE/CENTER: _____

NAME OF CERTIFICATE PROGRAM: _____

LEVEL:

_____ Graduate

APPROVED:

Department/School Curriculum Committee or
Advisory Committee for Institute or Center Date

Department Chair or Director of School, Institute or Center Date

College Curriculum Committee Date

Academic Dean Date

Dean, The Graduate School Date

Vice President for Faculty Development and Advancement Date

SACS Liaison Date

Florida State University

College of Arts & Sciences

Department of
Psychology

Attests that

I. Earnest Student

*Having successfully completed the requirements
Is hereby recognized for completing a Specialized Study in*



SAMPLE

Cognitive Science

This ____ day of _____, 2011

Dean, College of Arts & Sciences

Coordinator, CS Specialized Study Program