



POSTBACCALAUREATE/GRADUATE CREDIT CERTIFICATE PROGRAM SUBMISSION FORM

(Please see certificate policies, procedures, and guidelines at: <http://www.gradsch.psu.edu/policies/faculty/statement.html>)

A postbaccalaureate credit certificate program or graduate credit certificate program is a sequence, pattern, or group of courses or contact hours that focuses upon an area of specialized knowledge or information and that is developed, supervised, and evaluated by the faculty members of the academic unit (e.g., department, program, etc.) offering the program.

NAME OF THE CERTIFICATE: _____

UNIT/COLLEGE/SCHOOL: _____

PERSON IN CHARGE OF THE CERTIFICATE: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

TYPE OF CERTIFICATE OFFERING (check appropriate box):

Postbaccalaureate Certificate

Graduate Certificate

TYPE OF SUBMISSION (check appropriate box):

Initial Submission

Renewal Request

Drop Request

If renewal request, indicate below a brief justification for continuing the program. Any change in the program (e.g., course content, admission requirements, etc.) should be submitted for college approval.

CONSULTATION:

The proposer(s) must seek consultation with all relevant units (attach copies of letters as appropriate) and review the list of currently offered postbaccalaureate graduate certificates (refer to the [Graduate Degree Programs Bulletin](#)) to ensure that the proposed offering does not duplicate, overlap, or potentially compete with existing certificates within the University. If a similar offering has been identified, the proposer must provide a justification for offering the new certificate and attach to this submission form evidence of consultation with the relevant unit(s).

Does the proposed offering duplicate, overlap, or potentially compete with existing certificates within the University?

YES NO

EFFECTIVE DATE: _____ EXPIRATION DATE: _____

SIGNATURES:

Submitted by (print/type name) _____ Signed _____ Date _____

Approved by _____ Signed _____ Date _____
College/School Dean or Academic Division Head (print/type name)

UPON COMPLETION, SEND TWO COPIES OF THIS FORM ALONG WITH A COPY OF THE APPROVED PROPOSAL, CERTIFICATE, AND BULLETIN LISTING (MICROSOFT WORD FILE), TO THE UNIVERSITY FACULTY SENATE OFFICE, 101 KERN GRADUATE BUILDING.

**POSTBACCALAUREATE/GRADUATE CREDIT CERTIFICATE PROGRAM
BULLETIN LISTING TEMPLATE**

NAME OF THE POSTBACCALAUREATE/GRADUATE CERTIFICATE PROGRAM

PERSON IN CHARGE

ADDRESS

TELEPHONE

FAX

E-MAIL

DESCRIPTION OF THE CERTIFICATE PROGRAM INCLUDING PURPOSE, OBJECTIVES, AND TOTAL NUMBER OF CREDITS REQUIRED (not to exceed 1000 characters, including spaces):

[For example: The primary goal of the program is to prepare engineers to develop the next generation of engineering products, systems, and services for industry and government. The 15-credit curriculum integrates the traditional engineering disciplines in a synergistic manner. All candidates are required to take the professional, skill-based, 9-credit core module and two other 3-credit courses. Selected courses must be at the 500 level or above.]

ADMISSION REQUIREMENTS (including completion of a baccalaureate degree) as applicable:

[For example: An applicant for a postbaccalaureate or graduate certificate must have received, from a regionally accredited institution, a baccalaureate degree earned under residence and credit conditions substantially equivalent to those required by Penn State. Ordinarily, an entering student must have completed in a satisfactory manner a minimum of course work in designated areas, etc.]

LIST OF COURSES* INCLUDED IN THE CERTIFICATE (including course designation [prefix and number], title, and number of credits):

[For example:

XXX 510. ENGINEERING ANALYSIS I (3)

XXX 511. ENGINEERING ANALYSIS II (3)]

EFFECTIVE DATE:

EXPIRATION DATE (maximum of 5 years from effective date):

*Please note that all courses required in a postbaccalaureate or graduate certificate must be permanent courses that have been approved by the appropriate curricular committee (University Faculty Senate, for 400-level courses; Graduate Council Subcommittee on New and Revised Programs and Courses for graduate-level courses).