



New Certificate Program

Catalog Title of Certificate Program:

Is this a... ?

Name and contact information for future correspondence:

Academic Unit - School/College:

CAS KSB SOC SIS SPA SPExS Other:

Teaching Unit – Department or Program:

Date effective:



Required Signatures	Name	Signature	Date
Teaching Unit Chair or Director			
EPC Chair			
Primary Academic Unit Dean			
Second Academic Unit Dean (if applicable)			
Faculty Senate Chair			
Provost's Designee (VPUG or VPGR)			

Date sent to the Office of the University Registrar:



New Certificate Program

Order of Review

After review by the academic unit, prepare the document for circulation and comments.

1. During the circulation and comment period (customarily 10 working days):
 - Send document to other academic units for comment.
 - Post the document for public comment (Today@AU).
 - Respond to comments or make changes to the proposal as appropriate.
2. At the end of the comment period:
 - If no adjustments are needed, the academic unit submits the proposal and compilation of comments and responses to facultySenate@american.edu.
 - If adjustments are needed, the academic unit rewrites and submits the proposal and compilation of comments and responses to facultySenate@american.edu.
 - *All comments to the proposal and responses to comments must be compiled into one PDF document and included with the proposal.*
3. The Faculty Senate conducts a formal review of the final proposal:
 - If the Faculty Senate returns the proposal to the unit for revision, every effort must be made to address its recommendations.
 - The Faculty Senate may reject a proposal if it is not satisfied with responses to its recommendations for changes to a proposal.
4. The Faculty Senate Chair submits the Faculty Senate's recommendation to the Office of the Provost.
5. The Provost makes the final decision.
6. If approved by the Provost, the proposal will be forwarded to the Office of the University Registrar via curriculum_services@american.edu.

Proposal Template

Copy and paste the questions below into a new Microsoft Word document and address all questions. Please preserve the formatting (including numbering) to facilitate the review process.

- I. Identifying information
 - a) Academic unit
 - b) Teaching unit
 - c) Name of certificate program
 - d) Proposed effective date

- II. Rationale
 - a) In relation to the long-range plans of the teaching unit, what is the role of the proposed certificate?
 - b) Does this certificate program duplicate any other certificate program offered by other teaching units or academic units or by other members of the Consortium of Universities of the Washington Metropolitan area?
 - c) Will this certificate program replace any other certificate program now offered by your teaching unit?
 - d) How will this certificate program complement the major degree programs offered in:
 - i. The teaching unit? Explain.
 - ii. The academic unit? Explain.
 - iii. Other teaching or academic units? Explain.
 - e) If applicable, how many courses will students be able to apply toward the major in the program should they decide to convert to the major?
 - f) How does this program extend the intellectual development of its students beyond training within a field?
 - g) Please include statements from the Deans of other academic units and from the University Librarian. Such statements should provide an evaluation of the need for this certificate program, how it relates to programs within the affected teaching unit, and if applicable what courses the teaching unit needs to provide in order to support the proposed certificate program.

- III. Student Interest
 - a) Please describe the educational and occupational outcomes expected within five years of completion of this certificate program, including any available outcome data.
 - b) What specific evidence exists that demonstrates student interest in this program?
 - c) What is the strategic marketing plan for the proposed program? In marketing and recruitment efforts, what segments of the student market are targeted with focused messages?

- IV. Resources to Support This Program
 - a) Which current faculty members (specify whether tenure-line, term, part-time or adjunct) are available to support the courses in this certificate program? Provide a brief statement of the contributions expected from each faculty member and his or her qualifications for providing this contribution.
 - b) Does the academic unit anticipate that there will be a need for new faculty resources? If so, explain when and what faculty resources are anticipated for this certificate

program.

- c) Does the academic unit anticipate needing new staff (e.g., secretaries, graduate assistants) to support the certificate program? If so, provide details.
- d) Does the academic unit anticipate that there will be a need for special facilities or equipment beyond what is currently available to the teaching unit used to support this certificate program? If so, explain when and what resources are anticipated.
- e) Are current computer service facilities sufficient to support this certificate program? If not, explain what additional support will be needed.
- f) What currently available classroom space will be used for this certificate program and is it anticipated that additional classroom space will be needed? If so, provide details and a timeline.

V. Implementation Plans

- a) In which year will students be able to apply for the certificate program?
- b) Provide a timeline of the implementation program from beginning until completion.
- c) What is the timing and sequencing for all required and elective courses?

VI. Enrollment Projections

- a) Estimate the period of study (in semesters) required to complete the certificate program for both full-time and part-time students.
- b) Based on the estimates given in the two projections above, estimate the total number of students actively taking courses in the certificate program each year during the first five years.
- c) Outline the tentative semester course scheduling plans for all required and elective courses. What will be done if enrollments exceed projections?
- d) In the case of a revision of an existing certificate program, how will current students be accommodated?

VII. Financial Considerations

- a) Based on the information provided above, itemize the cost of implementing this new or revised certificate program including the costs associated with the possibility of offering additional sections of existing courses.
- b) How are funds, required for the implementation of the certificate program, to be obtained?
- c) What other financial considerations should be taken into account in deciding whether to implement this new or revised certificate program?
- d) What are the long-range financial considerations associated with this new certificate program?

VIII. If applicable, list any new courses or changed courses including a brief description. Note that a New Course Proposal and/or Minor Change to a Course Proposal must be submitted separately for each affected course.

IX. Catalog Copy

- a) Please attach a revised program listing for the major as it is to appear in the University Catalog, following the format of the current catalog.