**This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed.**

The graduate certificate is a programmatic or linked series of courses in a single field or in one that crosses disciplinary boundaries. The graduate certificate facilitates professional growth for people who already hold the baccalaureate degree. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

This proposal template should be completed in full and submitted to the University Provost’s Office [mail to: curriculumplanning@asu.edu]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost’s Office notifies the academic unit that the program may be offered.

**GRADUATE CERTIFICATE**

|  |  |
| --- | --- |
|  |  |
| **College/School:** |  |
| *Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.* |
| **Department/Division/School:** |       |
| **Proposing faculty group** (if applicable)**:** |       |
|  |  |
| **Name of proposed graduate certificate**: |       |
| **Is a program fee required?** |  |
| *Note: for more information about program fee requests, visit* [*https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees*](https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees) |
| Is the unit willing and able to implement the program if the fee is denied?  |  |
| **Requested effective term and year:**  |  |
| (The first semester and year for which students may begin applying to the certificate) |
| **Delivery method and campus or location options:** *select all locations that apply* |
|

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]   | Downtown Phoenix | [ ]  | Polytechnic | [ ]  | Tempe | [ ]  | Thunderbird | [ ]  | West | [ ]  Other: |       |

 |
| [ ]  **Both** on-campus **and** [ ]  ASU Online**\* -** (check applicable campus(es) from options listed above) |
| [ ]  ASU Online only (all courses online and managed by ASU Online) |
| *Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and* [*Philip Regier*](https://webapp4.asu.edu/directory/person/10868) *(Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in* [*Curriculum ChangeMaker*](https://webapp4.asu.edu/changemaker-sso/authn) *to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at* *asuonline@asu.edu* *who can provide you with additional information regarding the online request process.* |
| **Do Not Fill in this information: Office Use Only****Plan Code:** | **CIP Code:** |
|  |  |
| **PROPOSAL CONTACT** |
| **Name:** |       | **Title:** |       |
| **Phone number:** |       | **Email:** |       |

|  |
| --- |
| **DEAN APPROVAL(S)** |
| This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed certificate program. |
| *Note: An electronic signature, an email from the dean or dean’s designee, or a PDF of the signed signature page is acceptable.* |
| **College/School/Division Dean name:** |       |
| **Signature:** |       | **Date:** |       |

**Please note:** Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (two readings), and the Office of the Provost before they can be put into operation.

**The final approval notification will come from the Office of the Provost.**

****

1. **OVERVIEW**

Below, please provide a brief overview of the certificate, including the rationale and need for the program, potential size and nature of the target audience, information on comparable programs (at ASU and/or peer institutions), how this program would relate to existing programs at ASU, and any additional appropriate information.

1. **ADMINISTRATION AND RESOURCES**

# Administration

# How will the proposed certificate be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed certificate is part of a larger interdisciplinary agenda. How will the graduate support staffing needs for this proposed certificate program be met?

1. **Resource requirements needed to launch and sustain the program**

Describe any new resources required for this program’s success such as new staff, new facilities, new library resources, new technology resources, etc. If multiple units/programs will collaborate in offering this certificate, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate program.

1. **Projected Enrollment:**

How many new students do you anticipate enrolling in this program each year for the next three years?

|  |
| --- |
| **3-YEAR PROJECTED ANNUAL ENROLLMENT** |
| Please utilize the following tabular format | **1st Year** | **2nd Year**(Yr. 1 continuing + new entering) | **3rd Year**(Yr. 1 & 2 continuing + new entering) |
| Number of studentsin certificate(Headcount) |       |       |       |

1. **STUDENT LEARNING OUTCOMES AND ASSESSMENT**

**A. List the knowledge, competencies and skills** students should have attained by graduation from the proposed degree program. (Examples of program Learning Outcomes can be found at <https://uoeee.asu.edu/>. Go to the Assessment accordion dropdown and select Assessment Plan to view sample outcomes.)

**B. Describe the plans and methods to assess** whether students have achieved the knowledge, competencies and skills identified in the Learning Outcomes listed above. Please list measures and scales for each outcome. (You can find examples of assessment methods at <https://uoeee.asu.edu/>. Go to the Assessment accordion dropdown and select Assessment Plan to view sample measures.)

1. **ACADEMIC REQUIREMENTS**
2. **Minimum credit hours required for certificate** (15 credit hour minimum)

1. **As applicable, please describe culminating experience if required** (e.g., applied project, portfolio, capstone course, etc.)

1. **Please state the satisfactory student academic progress standards and** guidelines (including any time limits for completion). All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit, maintaining continuous enrollment.

1. **Will this proposed certificate program allow sharing of credit hours from another ASU degree program to be used as part of this certificate program?** (Please note that a maximum of 12 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program.)

1. **Below, please list all required and elective courses in the appropriate boxes** (you may attach additional pages if necessary).

Please ensure that all *new core* course proposals have been submitted to the Provost’s office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas.

*Note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Required Core Courses for the Certificate** |
| **Prefix and Number** | **Course Title** | **New Course?**  | **Credit Hours** |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
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|       |       |  |       |
| Section sub-total: |       |
| **Elective or Research Courses***(as deemed necessary by supervisory committee)* |
| **Prefix and Number** | **Course Title** | **New Course?**  | **Credit Hours** |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
| Section sub-total: |       |
| **Culminating Experience (if applicable)** ***E.g. –*** *Capstone course, portfolio, written comprehensive exam or applied project* | **Credit Hours** |
|       |       |
| Section sub-total: |       |
| **Other Requirements*****E.g.*** *– internships, clinical requirements, field studies, foreign language exam as applicable* | **Credit Hours** |
|       |       |
|       |       |
| Section sub-total: |       |
| **Total required credit hours** |       |

1. List all required core courses and total credit hours for the core (required courses other than internships, capstone course, etc.)**.**
2. Omnibus numbered courses cannot be used as core courses.
3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval.
 |

1. **Current Faculty:** Complete the table below for all current faculty members who will teach in the program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Rank** | **Highest Degree** | **Area of Specialization/Expertise** | **Estimated Level of Involvement** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

1. **COURSES**
2. **New Courses Required for Proposed Certificate:** Provide course prefix, number, title, credit hours and brief description for any new courses required for this certificate program.

1. **REQUIRED SUPPORTING DOCUMENTS**
 *(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)*

Please include the following with your proposal:

1. Statements of support from all deans
2. Impact statements of heads of impacted academic units (programs with similar names/content, utilizing courses, faculty, etc.)

**APPENDIX**

**OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES**

(This information is used to populate the [Graduate Programs Search](https://webapp4.asu.edu/programs/t5/graduate/false?init=false&nopassive=true) website.)

1. **Proposed name of certificate:**
2. **Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

1. **Provide a brief program description** *(Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information)*

1. **Delivery/Campus Information Options:**
2. **Campus(es) where program will be offered:**

|  |
| --- |
| *ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content**Note: Office of the Provost approval is needed for ASU Online campus options.*[ ]  ASU Online only (all courses online and managed by ASU Online) |
| **All other campus or location options (please select all that apply):**  |
|  [ ]   | Downtown Phoenix | [ ]  | Polytechnic | [ ]  | Tempe | [ ]  | West | [ ]  Other: |       |
| [ ]  **Both** on-campus **and** [ ]  ASU Online**\* -** (check applicable campus(es) from options listed above) |
| *\*Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and* [*Philip Regier*](https://webapp4.asu.edu/directory/person/10868) *(Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in* [*Curriculum ChangeMaker*](https://webapp4.asu.edu/changemaker-sso/authn) *to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at* *asuonline@asu.edu* *who can provide you with additional information regarding the online request process**If the certificate program is ground only, it will only be open to international students who are already enrolled in a degree program at ASU and they must complete the certificate before the degree is awarded. If this certificate is ground only, please indicate this in the additional application information below.* |

1. **Admission Requirements**

An applicant must fulfill the requirements of both the Graduate College and the .

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in (insert subject areas) or related field, from a regionally accredited institution.

## Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

(other minimum requirement(s))

**Applicants are required to submit:**

1. graduate admission application and application fee
2. official transcripts
3. proof of English proficiency
4. (any other application components)

**Additional Application Information**

Applicants whose native language is not English (regardless of current residency) must provide proof of English proficiency.

If applicable, list any English proficiency requirements that are supplementary to the Graduate College requirement.

If any required components require further explanation, explain here.

other application information

1. **Application Review Terms (if applicable session):**

|  |
| --- |
| Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time. *Note: It is the academic unit’s responsibility to display program deadline dates on their website.* |
|

|  |  |  |
| --- | --- | --- |
| **Terms** | **Years** | **University Late Fee Deadline** |
| [ ]  Fall (regular)[ ]  Session B  | (year):      (year):       | July 1stOctober 1st |
| [ ]  Spring (regular)[ ]  Session B | (year):      (year):       | December 1stFebruary 8th |
| [ ]  Summer (regular)[ ]  Summer B | (year):      (year):       | May 14thMay 14th |
| *Note:**Session B is only available for approved online programs.* |

**Program admission deadlines website address:**       |

1. **Curricular Requirements:**

**Curricular Structure Breakdown for the Academic Catalog:**

*(To be completed by the Graduate College)*

Required Core ( credit hours)

Electives or Research ( credit hours)

Other Requirement ( credit hours)

Culminating Experience ( credit hours)

1. **Keywords**: List all keywords that could be used to search for this certificate. Keywords should be specific to the proposed certificate – limit 10 keywords.

1. **Area(s) of Interest**

|  |
| --- |
| 1. Select **one (1)** primary area of interest from the list below that applies to this program.
 |
| [ ]  | [Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/graduate/false) [Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/undergrad/false)  | [ ]  | [Interdisciplinary Studies](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/10/graduate/false) |
| [ ]  | [Arts](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/02/graduate/false) | [ ]  | [Law & Justice](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/12/graduate/false) |
| [ ]  | [Business](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/04/graduate/false) | [ ]  | [Mathematics](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/06/graduate/false) |
| [ ]  | [Communication & Media](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/05/graduate/false) | [ ]  | [Psychology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/19/graduate/false) |
| [ ]  | [Education & Teaching](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/07/graduate/false) | [ ]  | [STEM](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/20/graduate/false) |
| [ ]  | [Engineering & Technology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/08/graduate/false) | [ ]  | [Science](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/18/graduate/false) |
| [ ]  | [Entrepreneurship](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/21/graduate/false) | [ ]  | [Social and Behavioral Sciences](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/13/graduate/false) |
| [ ]  | [Health & Wellness](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/03/graduate/false) | [ ]  | [Sustainability](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/15/graduate/false) |
| [ ]  | [Humanities](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/11/graduate/false) |
|  |
| 1. Select **one (1)** secondary area of interest from the list below that applies to this program.
 |
| [ ]  | [Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/graduate/false) [Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/undergrad/false)  | [ ]  | [Interdisciplinary Studies](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/10/graduate/false) |
| [ ]  | [Arts](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/02/graduate/false) | [ ]  | [Law & Justice](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/12/graduate/false) |
| [ ]  | [Business](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/04/graduate/false) | [ ]  | [Mathematics](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/06/graduate/false) |
| [ ]  | [Communications & Media](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/05/graduate/false) | [ ]  | [Psychology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/19/graduate/false) |
| [ ]  | [Education & Teaching](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/07/graduate/false) | [ ]  | [STEM](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/20/graduate/false) |
| [ ]  | [Engineering & Technology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/08/graduate/false) | [ ]  | [Science](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/18/graduate/false) |
| [ ]  | [Entrepreneurship](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/21/graduate/false) | [ ]  | [Social and Behavioral Sciences](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/13/graduate/false) |
| [ ]  | [Health & Wellness](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/03/graduate/false) | [ ]  | [Sustainability](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/15/graduate/false) |
| [ ]  | [Humanities](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/11/graduate/false) |

1. **Contact and Support Information:**

|  |  |
| --- | --- |
| **Office Location** - Building Code & Room:*(*[*Search ASU map*](http://www.asu.edu/map/interactive/beta/)*)* |       |
| **Campus Telephone Number:**(may not be an individual’s number) |       |
| **Program Email Address:**(may not be an individual’s email) |       |
| **Program Website Address:**(if one is not yet created, use unit website until one can be established) |       |
| **Program Director (Name):** |       |
| **Program Director (ASURITE):** |       |
| **Program Support Staff (Name):** |       |
| **Program Support Staff** **(ASURITE):** |       |
| **Admissions Contact (Name):** |       |
| **Admissions Contact (ASURITE):** |       |

1. **Application and iPOS Recommendations:**  List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ASURITE** | **ADMSN** | **POS** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**(NEW GRADUATE INITIATIVES)**

**PROPOSAL PROCEDURES CHECKLIST**

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

[ ]  **Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals. Please see the academic strategic plan website at:** [**https://provost.asu.edu/curriculum-development**](https://provost.asu.edu/curriculum-development)**.**

[ ]  **Submit** **any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**

* Additional information can be found at the Provost’s Office Curriculum Development website: [Courses link](http://provost.asu.edu/curriculum)
* For questions regarding proposing new courses, send an email to: courses@asu.edu

[ ]  **Prepare the applicable proposal template and operational appendix for the proposed initiative.**

[ ]  **Obtain letters or memos of support or collaboration (if applicable).**

* When resources (faculty or courses) from another academic unit will be utilized
* When other academic units may be impacted by the proposed program request
* if the program will have an online delivery option support will be required from the Provost’s office and ASU Online. (*Please complete the ASU Online Offering form in* [*Curriculum ChangeMaker*](https://webapp4.asu.edu/changemaker-sso/authn) *to begin this request.*)

[ ]  **Obtain the internal reviews/approvals of the academic unit.**

* Internal faculty governance review committee(s)
* Academic unit head (e.g. Department Chair or School Director)
* Academic unit Dean (will submit approved proposal to the curriculumplanning@asu.edu email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

**Additional Recommendations**

All new graduate programs require specific processes and procedures to maintain a successful program. Below are items that Graduate College strongly recommends that academic units establish after the program is approved for implementation.

[ ]  **Establish satisfactory academic progress policies, processes and guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to <http://graduate.asu.edu/faculty_staff/policies> and scroll down to the **academic progress** **review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

[ ]  **Establish a** **Graduate Student Handbook for the new degree program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to <http://graduate.asu.edu/faculty_staff/policies> to access Graduate Policies and Procedures.