

## Graduate Studies Committee Procedures for Developing Certificate Programs (Credit)

Before considering the development of a University Certificate program or a Professional Specialization Certificate program, carefully review both this document and the [Policy on Certificates](#).

I. Approval of the program's curriculum shall follow standard University curricular procedures. Approval by the graduate studies committee of the Faculty Senate is required.

J. The dean of the appropriate college will coordinate the approved program. In turn, the dean in consultation with the relevant chair(s) will designate a faculty member to take responsibility for implementing the program.

K. As an additional step, the University Certificate and Professional Specialization Certificate programs that envision self-support funding should be planned by the relevant academic college and/or department in collaboration with The Tseng College of Extended Learning and must be approved for self-support financing by the dean of The Tseng College of Extended Learning.

L. The provost and vice president for academic affairs or designee will review University Certificate programs every five years, or earlier, if necessary. The office of the provost will be responsible for tracking the creation of certificate programs, the review schedule for each, and the results of the program review so that the history of each certificate program and the outcome of reviews can be considered by subsequent review committees. The department chair or the dean of the college offering the program, the graduate studies committee, or the assistant vice president of graduate studies, may identify a need for a University Certificate and/or the Professional Specialization Certificate program review and/or recommend termination of a University Certificate program.

If the graduate studies committee recommends termination of a University Certificate and/or the Professional Specialization Certificate program, existing procedures for the termination of academic degree programs will be followed.

M. Approved University Certificate and Professional Specialization Certificate programs are included in the University catalog.