

NEW CERTIFICATE PROGRAM

Definition (WVHEPC Series 11)

An undergraduate certificate program (as distinguished from the one-year Certificate Degree Program offered by the community and technical colleges) is a coherent, specialized curriculum designed for students in search of a specific body of knowledge for personal or career development or professional continuing education. Normally, a minimum of (6) six and no more than (9) nine credit hours would constitute a certificate program at the associate level, and a minimum of 12 and no more than 21 credit hours would constitute a certificate program at the baccalaureate or graduate level.

A certificate program is not attached to a degree program, although credit hours earned in a certificate program may be applied to a degree if they are deemed appropriate by the institution. The awarding of a certificate upon completion of the program is not contingent upon completion of a degree program. The certificate appears on the student's transcript and the institution may issue an official certificate of completion. Students who are pursuing an undergraduate certificate without being enrolled in a bachelor's degree program will not be eligible to receive Title IV federal financial aid.

A. **APPROVAL STEPS**

- Department and College
- Curriculum Committee
- Faculty Senate

Note: If the new certificate requires institutional resources (e.g., new faculty, adjuncts, equipment, space), additional approvals may be required.

- B. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.
- C. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Provost's Office/Associate Provost of Academic Affairs by the Dean or Chair on behalf of the department.
- D. **MEMO OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS:** If the Curriculum Committee requests memo of support, attach them to the back of your proposal.
- E. **PROPOSAL SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than **November 15** if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted on in time for implementation the next academic year.
- F. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Associate Provost on or before the second Tuesday of the month will be on that month's agenda.

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Prepare proposal in accordance with the guidelines below and the format shown on the following pages. Should any item under the headings not pertain to your proposal, write N/A.

PROPOSAL NUMBER:

REVISION (label Revision #1, #2, etc.):

SECTION 1: CONTACT INFORMATION

Name:	
Title:	
E-mail Address:	
Phone Number:	

SECTION 2: PROGRAM INFORMATION

College:	
Department:	
Name of Certificate:	
CIP Code	NCES Search
Date Originally Submitted:	
Certificate Program Proposed Launch Date:	

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental approval of this proposal. Should this proposal affect any course or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the memo(s) must be included with this proposal.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

SECTION 3:

A. PROGRAM DESCRIPTION AND CHARACTERISTICS

1. Program full name as it will appear in the catalog:	
2. Number of credit hours required for the certificate:	
3. Credential level	
4. How will the certificate be offered? Select all that apply.	
5. Catalog Description: Describe the nature of the certificate program.	
6. Student Learning Outcomes: Identify clear and concise statements that describe the knowledge, skills, and abilities successful students should have acquired by the end of the program.	
7. New Courses: List the courses in the certificate program that are not currently offered in any existing degree programs. Include the course name, number of credit hours, and brief description of the course. List one course per line.	
Example: Introduction to Ergonomics, 2 credit hours, Introductory course providing an overview of ergonomics, emphasizing the principles of designing workspaces, tools, and tasks to fit the user's needs.	
8. Existing Courses: List the courses in the certificate program that are currently offered in existing degree programs. Include the course name, number of credit hours, and brief description of the course. List one course per line.	
Example: Introduction to Ergonomics, 2 credit hours, Introductory course providing an overview of ergonomics, emphasizing the principles of designing workspaces, tools, and tasks to fit the user's needs.	

9. Target Audience: Define primary internal target audience that would benefit from the proposed certificate program.
10. Credit for Prior Learning Experience: Will this program grant credit for prior learning experience? If so, describe the methods for evaluating the learning and maximum number of credits allowed.

B. ACADEMIC QUALITY

Provide brief answers to the following questions. Each response is limited to 150 words.

1. Describe the nature of the certificate program.
2. Describe the necessary qualifications of the faculty teaching in the certificate program (e.g., education and years of experience required). How does the College and/or Department ensure that new faculty meet these qualifications?
3. Describe the process for the assessment of student learning, such as development and measurement of learning outcomes and continuous quality improvement.

C. EVIDENCE OF NEED

1. Relationship to Institutional Mission and Strategic Priorities: Relate the connection of this program to Fairmont State's mission and strategic priorities.
2. Value-Added Impact: Describe the potential value-added to prospective employers, societal need, and/or for students completing the certificate program.
3. Similar Programs on Campus: Does Fairmont State currently offer a similar program? If a similar program does exist, how does the proposed certificate differ in terms of student learning outcomes, courses and/or content?

D. RESOURCES

1. Will new faculty or adjuncts, be needed to support the new certificate program? If no new faculty or adjuncts are required and the certificate program requires adding classes or substituting courses, identify how current faculty will meet the demand.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the certificate program? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).

Certificate Program in

E. CURRICULUM REQUIREMENTS: Include all course requirements.

Required Certificate Courses (Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours

Certificate Elective Courses (Credit Hours) – IF APPLICABLE		
Course Prefix & Number	Course Name	Credit Hours

TOTAL CREDIT HOURS	
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Addendum: If adding a brand-new course to the certificate program, complete a separate new course proposal form and attach to this proposal.