

New Program Approval Procedures for an Undergraduate Certificate

Introduction

An undergraduate certificate provides a way to give formal recognition of focused study in a specialized area that is less comprehensive than required for an undergraduate major.

The following material describes the procedures for the review of proposed undergraduate certificates at Iowa State University. The procedures provide for both faculty and administrative input at all levels. This document describes both the approval process and the information that should be provided in a program proposal.

The proposal to establish a new undergraduate certificate is initiated by faculty members. The establishment of an undergraduate certificate requires approval by the department or sponsoring group, the appropriate college curriculum committee, the college faculty, the college dean, the Faculty Senate Curriculum Committee, the Faculty Senate, and the Provost. The proposal does not need approval by the Board of Regents.

An undergraduate certificate has the following requirements and understandings:

- *a minimum of 20 credits, with at least 12 credits taken at ISU*
- *at least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above*
- *at least 9 credits used for a certificate may not be used to meet any other department, college, or university requirement for the baccalaureate degree except to satisfy the total credit requirement for graduation and to meet credit requirements in courses numbered 300 or above*
- *a student may not receive both an undergraduate major and a certificate of the same name*
- *for students earning an ISU baccalaureate degree, a certificate is awarded concurrent with or after the ISU baccalaureate degree*
- *a certificate is not awarded if the baccalaureate requirements are not finished*
- *after receiving a baccalaureate degree from any accredited institution, a student may enroll at ISU to earn a certificate*
- *courses taken for a certificate may not be taken on a pass-not pass basis*
- *a cumulative grade point average of at least 2.00 is required in courses taken at ISU for a certificate*
- *a notation of a completed certificate will be made on a student's transcript*
- *an advisor for the certificate program needs to be available to students*

Program Proposal for an Undergraduate Certificate

An outline of the necessary information is provided below. The completed proposal should be made available in an electronic form for review and approval.

Program Proposal

1. Name of the proposed undergraduate certificate.
2. Name of the department(s) involved.
3. Name of contact person(s).
4. General description of the undergraduate certificate.
5. Need for the proposed undergraduate certificate.
6. Objectives of the proposed undergraduate certificate including the student learning outcomes and how the learning outcomes will be assessed.
7. Relationship of the undergraduate certificate to other programs at Iowa State University.
8. Relationship of the undergraduate certificate to the strategic plans of the university, of the college, and of department or program.
9. Comparison of the proposed undergraduate certificate with similar programs at other universities, including the Regent's universities.
10. Program requirements and procedures, including:
 - a. prerequisites for prospective students;
 - b. application and selection process;
 - c. language requirements;
 - d. courses and seminars presently available for credit toward the program;
 - e. proposed new courses or modifications of existing courses;
 - f. advising of certificate students;
 - g. implications for related areas within the university.
11. General description of the resources currently available and future resource needs, in terms of:
 - a. faculty members;
 - b. computers, laboratories, and other facilities;

- c. library facilities (journals, documents, etc.) in the proposed area;
 - d. supplies, field work, student recruitment, etc.
12. Describe the needs for new resources and/or reallocated resources. Attach to the program proposal memos from the department chair(s), the college dean(s), and other appropriate persons, agreeing to the allocation of new resources and/or the reallocation of resources.
 13. Attach to the program proposal, letters of support, recommendations, and statements when appropriate, from programs and departments at ISU which are associated with the proposed program or have an interest in the proposed program.
 14. If the new program is interdisciplinary, a governance document should be created and submitted to the Associate Provost for Academic Programs. Indicate here that it has been completed.

Approval Process for the Completed Program Proposal

1. Departmental/Interdepartmental Review

The information concerning the program is presented to the departmental faculty and administrator or appropriate interdepartmental group. The appropriate administrator (generally the department chair) is responsible for consulting with the college dean concerning administrative support for the proposed program. The recommendation of the faculty and administration together with supporting materials are then transmitted to the appropriate college level committee and administrator.

2. Academic College Review

Academic college level review is conducted by the college curriculum committees, college faculty, and the dean. The results of departmental and college reviews with supporting information are next presented with recommendations concerning the program to the Faculty Senate Curriculum Committee.

3. University Review

The university level review is conducted by the Faculty Senate Curriculum Committee. The FSCC passes its report to the Faculty Senate Academic Affairs Council for submission to the Faculty Senate. The results of their review with supporting information are then presented with recommendations concerning the program to the central administration, who will review the proposal for final approval.

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