

## PROPOSAL FOR NEW GRADUATE CERTIFICATE

*A Graduate Certificate shall have a clear and focused academic topic or competency as its subject, meet a clearly defined educational need of a constituency group, such as required continuing-education or accreditation for a particular profession, respond to a specific state mandate or provide a basic competency in an emerging (preferably interdisciplinary) topic. Certificates are minimally 9 graduate credit hours and typically not more than 15. Completed forms must receive appropriate department/school approval and sent to the college for review. Once approved at the college level, your college will send the proposal to the Graduate Council for review. Once approved at the Graduate Council, the Graduate Council will send the proposal to the Senate Council office for additional review via a committee and then to the Senate Council. Once the Senate Council has approved the proposal, it is moved to the University Senate. Once approved by that body, the University Senate will send the proposal to the Registrar to be included in the Bulletin. The contact person listed on the form will be informed throughout this process.*

*By default, graduate certificates shall be approved for a period of six (6) years. Re-approvals are also for six years.<sup>1</sup>*

1. GENERAL INFORMATION			
1a	Home college:		
1b	Home educational unit (department, school, college <sup>2</sup> ):		
1c	Proposed certificate name:		
1d	CIP Code <sup>3</sup> , primary discipline:		
	CIP Code for other disciplines:		
1e	Requested effective date:	<input type="checkbox"/> Semester after approval.	OR <input type="checkbox"/> Specific Date <sup>4</sup> :
1f	Contact person name:	Email:	Phone:
2. OVERVIEW			
2a	Provide a brief description of the proposed new certificate. (300 word limit)		
2b	This proposed certificate (check all that apply):		
	<input type="checkbox"/> Has a clear and focused academic competency as its subject.		
	<input type="checkbox"/> Meets a clearly defined educational need of a constituency group (e.g. continuing education or licensing)		

<sup>1</sup> Please visit <http://www.research.uky.edu/gs/CurrentStudents/certguidelines.html> for graduate certificate guidelines.

<sup>2</sup> Only multidisciplinary graduate certificates may be homed at the college level.

<sup>3</sup> You must contact the Office of Institutional Effectiveness prior to filling out this form (257-2873 | [institutionaleffectiveness@uky.edu](mailto:institutionaleffectiveness@uky.edu)). The identification of the appropriate CIP code(s) is required for college-level approval and should be done in consultation with the Graduate Council Chair and Registrar.

<sup>4</sup> Certificates are typically made effective for the semester following approval. No program will be made effective unless all approvals, up through and including University Senate approval, are received.

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	<input type="checkbox"/> Responds to a specific state mandate.			
	<input type="checkbox"/> Provides a basic competency in an emerging, preferably interdisciplinary, topic.			
2c	<b>Affiliation.</b> Is the certificate affiliated with a degree program? <i>(related to 3c)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "yes," include a brief statement of how it will complement the program. If "no," incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at UK. <i>(300 word limit)</i>			
2d	<b>Rationale and Demand.</b> State the rationale for the new certificate program and explain the need for it (e.g. market demand, student requests, state mandate, interdisciplinary topic). <i>(400 word limit)</i>			
2e	<b>Target student population.</b> Check the box(es) that apply to the target student population.			
	<input type="checkbox"/> Currently enrolled graduate students.			
	<input type="checkbox"/> Post-baccalaureate students.			
2f	Describe the demographics of the intended audience. <i>(150 word limit)</i>			
2g	<b>Projected enrollment.</b> What are the enrollment projections for the first three years?			
		<i>Year 1</i>	<i>Year 2 (Year 1 continuing + new entering)</i>	<i>Year 3 (Yrs. 1 and 2 continuing + new entering)</i>
	<i>Number of Students</i>			
2h	<b>Distance learning (DL).</b> Initially, will any portion of the graduate certificate be offered via DL?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," please indicate below the percentage of the certificate that will be offered via DL.			
	1% - 24% <input type="checkbox"/>	25% - 49% <input type="checkbox"/>	50% - 74% <input type="checkbox"/>	75 - 99% <input type="checkbox"/>
	100% <input type="checkbox"/>			
	If "Yes," describe the DL course(s) in detail, including the number of required DL courses. <i>(200 word limit)</i>			
<b>3. ADMINISTRATION AND RESOURCES</b>				
3a	<b>Administration.</b> Describe how the proposed certificate will be administered, including admissions, student advising, retention, etc. <i>(150 word limit)</i>			
3b	<b>Resources.</b> What are the resource implications for the proposed certificate, including any projected budget needs? 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. Convert each letter to a PDF and append to the end of this form. <i>(300 word limit)</i>			

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3c	<p><b>Graduate Certificate Director/Faculty of Record.</b> <i>(related to 2c)</i> The faculty of record consists of the certificate director and other faculty who will be responsible for planning and participating in the certificate program. (The director must be a member of the Graduate Faculty of the University and is appointed by the dean of the Graduate School. There must be a minimum of three members of the faculty of record who are also members of the Graduate Faculty.) If the answer to question 2c of this form is “yes,” then the faculty of record is typically the graduate faculty of the affiliated degree. (The answer below can be “the faculty of record are the Graduate Faculty for program X.”) If the answer to question 2c is “no,” please describe the process for identifying the faculty of record and the certificate director and address the aspects below. <i>(150 word limit)</i></p> <ul style="list-style-type: none"> <li>• Selection criteria;</li> <li>• Term of service; and</li> <li>• Method for adding/removing members.</li> </ul>

### 4. SUPPORT AND IMPACT

4a	<p><b>Other related programs.</b> Identify other related graduate UK programs and graduate certificates and outline how the new certificate will complement these existing UK offerings. Statements of support from potentially-affected academic unit administrators need to be included with this proposal submission. Convert each statement to a PDF and append to the end of this form. <i>(250 word limit)</i></p>
4b	<p><b>External course utilization support.</b> You must submit a letter of support from each appropriate academic unit administrator from which individual courses are taken. Convert each letter to a PDF and append to the end of this form.</p>

### 5. ADMISSIONS CRITERIA AND CURRICULUM STRUCTURE

5a	<p><b>Admissions criteria.</b> List the admissions criteria for the proposed certificate. <i>(150 word limit)</i></p>		
5b	<p><b>Curricular structure.</b> Please list the required and elective courses below.</p>		
Prefix & Number	Course Title	Credit Hrs	Course Status <sup>5</sup>
			Select one....
			Select one....
			Select one....

<sup>5</sup> Use the drop-down list to indicate if the course is an existing course that will not be changed, if the course is an existing course that will be changed, or if the course is a new course.

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			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
<i>Total Credit Hours:</i>			
5c	Are there any other requirements for the certificate? If “Yes,” note below. <i>(150 word limit)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5d	Is there any other narrative about the certificate that should be included in the Bulletin? If “Yes,” please note below. <i>(300 word limit)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>6. ASSESSMENT</b>			
6a	<b>Student learning outcomes.</b> Please provide the student learning outcomes for this certificate. List the knowledge, competencies, and skills (learning outcomes) students will be able to do upon completion. (Use action verbs, not simply “understand.”) <i>(250 word limit)</i>		
6b	<p><b>Student learning outcome (SLO) assessment.</b> How and when will student learning outcomes be assessed? Please map proposed measures to the SLOs they are intended to assess. Do not use grades or indirect measures (e.g. focus groups, surveys) as the sole method. Measures might include the aspects below. <i>(300 word limit)</i></p> <ul style="list-style-type: none"> <li>Course-embedded assessment (e.g. , portfolios, research papers or oral presentations); and</li> <li>Test items (embedded test questions, licensure/certification testing, nationally or state-normed exams).</li> </ul>		
6c	<b>Certificate outcome assessment<sup>6</sup>.</b> Describe evaluation procedures for the proposed certificate. Include how the faculty of record will determine whether the program is a success or a failure. List the benchmarks, the assessment tools, and the plan of action if the program does not meet its objectives. <i>(250 word limit)</i>		
<b>7. OTHER INFORMATION</b>			
7a	Is there any other information about the certificate to add? <i>(150 word limit)</i>		

<sup>6</sup> This is a plan of how the certificate will be assessed, which is different from assessing student learning outcomes.

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### 8. APPROVALS/REVIEWS

Information below about the review process does not supersede the requirement for individual letters of support.

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
8a	(Within College)		
			/ /
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8b	(Collaborating and/or Affected Units)		
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8c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Graduate Council		