

New Certificate (UG) & Advanced Certificate (Grad) Programs

Idea Consideration Phase

Faculty member discusses a new certificate idea with Department Chair or Associate Dean

Associate Dean requests data for a needs analysis

Associate Dean/Dean reviews the data; approves moving the idea to the concept phase

Form a faculty design team; select a lead

Concept Phase

Design team develops a full concept paper using the concept paper template

Consults with department chair(s), faculty experts, and the Office of Program Development as needed

UG department or Grad division faculty approve; Associate Dean approves

Dean of UG or Grad approves; submits to the Office of Program Development

Prior to posting, the Office of Program Development notifies the Provost and President's Office

Office of Program Development posts for 30-day internal ESC comment period

Notifies CUSP/GSPC and asks to have it placed on its next meeting agenda

After the 30-day comment period, CUSP/GSPC approves; notifies Office of Program Development and faculty design team lead

Provost approves



Proposal Phase



