A. Introduction

Students may be awarded undergraduate certificates upon completion of a well-defined program of coursework. The undergraduate certificate is not defined as a degree, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. However, the undergraduate certificate is not viewed as a guaranteed means of entry into a degree program. While the courses comprising an undergraduate certificate may be used as evidence in support of a student’s application for admission to a degree program, the certificate itself is not considered to be a prerequisite. The didactic material encompassed within an undergraduate certificate program may represent a more practice-oriented subset of an existing undergraduate discipline. The title of any undergraduate certificate program should contain the words certificate or certification.

B. Process of Approval for New Undergraduate Certificate Programs

Proposals for new undergraduate certificate programs are created and submitted by constituent faculty for review by the University Curriculum Committee (UCC) and approval by the Faculty Senate. Each proposal must include a signed endorsement by all of the department chairperson(s) and dean(s) of the college or professional school(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified. New undergraduate certificate programs offered in collaboration with other universities must also be endorsed by the collaborating department(s) at the other institutions and must meet the requirements of the UNC General Administration (UNC GA). The certificate proposal will be submitted to the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate considers the merit of all undergraduate certificate proposals, and makes recommendations for approval/disapproval through resolutions to the chancellor. The Academic Council reviews the Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor. The Office of the Chancellor will authorize notification of approved certificates to the UNC GA and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

C. Criteria for Approval of Certificate Programs

Criteria for approval of new undergraduate certificate programs include the following:
1. A demonstrated need for the certificate must exist.

2. The proposed coursework must meet a clear and appropriate educational objective at the baccalaureate level.

3. The proposed program must achieve its educational objective(s) [learning outcome(s)] in a well-designed, cohesive, and timely manner.

4. An appropriate number of credit hours must comprise the certificate program. The number of undergraduate credits may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

D. Policies Governing Certificate Admission Criteria and Subsequent Admission to Undergraduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to undergraduate degree programs include the following:

1. Admission to ECU and enrollment in an academic program are required.

2. Each certificate program sets the minimum admissions requirements for the certificate (e.g., grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to, and completion of, a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to an undergraduate degree program.

3. Each undergraduate program must decide which, if any, certificate courses can be counted toward the undergraduate degree. The certificate student must be informed at the time of admission into the certificate program how many semester hours can be applied toward an undergraduate degree.

4. Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director and the certificate program director.

5. The certificate program director will inform the Office of the Registrar of the student’s successful completion of a certificate program to ensure inclusion of the certificate on the student’s transcript. The certificate will be awarded to a baccalaureate student upon completion of the degree program or to a post-baccalaureate student upon completion of the certificate hours.
6. Students pursuing an undergraduate certificate will be required to meet the academic retention requirements approved by the certificate program.

An undergraduate certificate student may enroll on either a part-time or a full-time basis, as determined by the certificate program director.

The rationale for requiring formal enrollment in undergraduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students access to the desired undergraduate courses.

E. Certificate Program Review

All undergraduate certificate programs will be reviewed within the course of regular undergraduate program assessment and review.

F. Completion of the New Certificate Program Application Form

All new undergraduate certificate program proposal packages must include the completed certificate program application form included below in addition to documents required by the unit, college/school curriculum committee, UCC, Faculty Senate, EPPC, or other approving bodies.
New Undergraduate Certificate Program Application Form
Do not use this application form. Use the New Certificate Form in Curriculog.

For consideration by the Faculty Senate all proposals will be reviewed by the University Curriculum Committee and the Educational Policies and Planning Committee. Proposals for new undergraduate certificate programs must contain the following information:

<table>
<thead>
<tr>
<th>Proposed certificate title</th>
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<tbody>
<tr>
<td>Proposed 6-digit CIP code</td>
<td>Click here to enter text.</td>
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<tr>
<td>IPEDS Web site</td>
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</tr>
</tbody>
</table>

The academic home should represent where the certificate will be housed in the ECU Graduate Catalog and the ECU Academic Program Inventory. It also identifies the unit responsible for assessing the program. Some certificates are housed at the college level while others are housed in specific departments.

<table>
<thead>
<tr>
<th>Academic home of certificate: College/School or department</th>
<th>Click here to enter text.</th>
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</thead>
</table>

1. Consult with the UCC Liaison regarding the intent to develop a new undergraduate certificate. UCC liaisons are identified on the UCC SharePoint site.

2. Consult with Karen Summey, East Carolina University (ECU) academic program development coordinator.
3. State the need for the proposed program and the basis for such a need supported by either externally or internally derived data.

   Click here to enter text.

4. State the broad educational objectives of the program.

   Click here to enter text.

5. Consult with Alex Senior, assessment associate, for assistance with development of student learning outcomes for the program as they will be reported in TracDat. List the student learning outcomes here.

   Click here to enter text.

6. Is there a sequential order of courses for this certificate program? ☐ Yes ☐ No

   If yes, list courses in sequential order.

   For existing courses, copy course description directly from the university’s undergraduate catalog. Format new course listings in like manner.

   Click here to enter text.

7. Describe how the proposed coursework will meet the stated educational objectives.

   Click here to enter text.

8. Describe the relationship of the certificate program with other programs offered at ECU, including any existing “parent” degree(s) and respective CIP code(s) from which certificate courses are derived.

   Click here to enter text.

9. Describe how the certificate may affect other departments or units. Supporting documentation of consultations with affected units is required and should be attached to the proposal.

   Obtain an affected units report from Diane Coltraine, Office of the Registrar. This report is
generated using Acalog, the university’s catalog management system, identifies all published instances of affected units, and must be included in your package submission.

Affected degrees or academic programs:
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

There are some instances where affected units may include units not specifically identified in the affected units report, as the overlap or duplication is related to content, topic, field, discipline, or other aspect.

Identify if this certificate overlaps or duplicates content offered by affected unit(s) or program(s):

☐ Not applicable  ☐ Notification and response from affected units is attached for all instances where there is potential for overlapping content or potential duplication of course content.

10. State the admissions and academic retention standards for successful completion of the certificate program. This should include whether the certificate will be a standalone, or whether it can be completed only by a student already admitted to an existing degree program.

Click here to enter text.

11. Estimate the number of certificates to be awarded in the first five years.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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12. Specify any professional licenses or examinations for which graduates of the certificate may qualify.

Click here to enter text.

13. State how the effectiveness of the certificate program will be evaluated. A quality enhancement plan addressing how the program will be further improved should then be developed.

Click here to enter text.
14. Describe the proposed certificate’s impact on campus resources.

Click here to enter text.

15. List the name, unit, rank, and department association of faculty associated with, or contributing to, the certificate program, either by teaching one or more of the courses or participating in the design of the coursework. Faculty members must be credentialed to teach the subject matter of the proposed certificate program.

Click here to enter text.

16. Provide the name and curriculum vita of the faculty member who will be designated as the coordinator of the program for purposes of communication with the university community.

Click here to enter text.

17. Is this a teacher certification program? □ Yes □ No

If no, skip to question 18.

Teacher certification programs only: It is a faculty responsibility to determine whether or not to seek Title IV financial aid eligibility. Scenarios include:

a. If students are enrolled in a degree program, then financial aid for the certificate is already covered under the student’s normal program of study.

b. For students seeking teacher certification (e.g. TESOL or international teaching) only, the student must have an earned baccalaureate degree, and the post-baccalaureate teacher certification program must be included on the academic program inventory. In order to qualify for financial aid, the teacher certification program must be included in the U.S. Department of Education’s Program Participation Agreement (PPA) with ECU. If financial aid is offered, faculty will share responsibility for tracking graduation, gainful employment, and professional salary information of certificate students. This reporting is a federal condition for financial aid.

NOTE: Teacher licensure programs are different from teacher certification programs. Programs leading to teacher licensure are already covered under ECU’s agreement with the U.S. Department of Education. Only teacher certification programs listed on the academic program inventory and included in the PPA are eligible for financial aid.
consideration.

The department chair of the academic home of the certificate should initial here to signify understanding of this federal reporting requirement. Click here to enter text.

Given these reporting requirements, do you wish to pursue Title IV financial aid eligibility for this certificate program? ☐ Yes ☐ No

If yes, forward this certificate application form to Julie Poorman, director of student financial aid, after it has received approval from the chancellor.

18. Consult with Diane Coltraine, Office of the Registrar, to prepare marked catalog copy and submit as a separate Word document.

19. Consult with Karen Sumney, ECU academic program development coordinator, to finalize the documents within the package before submission to the University Curriculum Committee.