**http://externalrelations.arizona.edu/styleguide/images/webgraphics/a-line-blue.png**

**NEW ACADEMIC PROGRAM-GRADUATE CERTIFICATE  
ADDITIONAL INFORMATION FORM**

1. **CERTIFICATE DESCRIPTION**–provide a description for the proposed certificate. Include the purpose (community need, preparation for professional certification exams, degree program recruitment, or employability enhancement), nature, and program highlights. The description must match departmental and college websites, [Graduate Catalog and Program Descriptions page](https://grad.arizona.edu/catalog/), handouts, promotional materials, etc.
2. **NEED FOR THE CERTIFICATE/JUSTIFICATION** - describe how the certificate fulfills the needs of the city, state, region, and nation. Provide market analysis data or other tangible evidence of the need for and interest in the proposed certificate. This might include results from surveys of current students, alumni, and/or employers or reference to student enrollments in similar programs in the state or region. Include an assessment of the employment opportunities for graduates of the program during the next three years. Curricular Affairs can provide a job posting/demand report by skills obtained/outcomes/CIP code of the proposed certificate. Please contact the [Office of Curricular Affairs](mailto:Curricular_affairs@list.arizona.edu?subject=Request%20for%20market%20analysis%20data) to request the report for your proposal.
3. **PROGRAM AFFILIATION**- specify whether the UA offers an affiliated graduate program. The affiliated program may or may not have the same name as the proposed certificate. Will there be any collaboration with other departments or universities to maximize resources? If there is collaboration, please include a memo of support from the applicable parties.
4. **CERTIFICATE REQUIREMENTS**– complete the table below to list the certificate requirements, including minimum number of credit hours, required core, electives, and any special requirements. Information in this section must be consistent throughout the proposal documents (comparison chart, department checklists, curricular/assessment map, etc.). Requirements should include sufficient units to provide a substantive program and an appropriate level of academic rigor and in no case be less than 9 units of credit. Delete EXAMPLE column before submitting/uploading.

|  |  |  |
| --- | --- | --- |
| **Certificate level (graduate certificate or post-master’s certificate)** |  | EXAMPLE  Graduate certificate |
| **Minimum total units required** |  | 12 |
| **Total transfer units that may apply to the certificate.**  ***Note: no more than 6 units of transfer credit may apply to a graduate certificate.*** |  | 6 |
| **Pre-admissions expectations (i.e. academic training to be completed prior to admission)** |  | Prior experience in the field; BS in related field |
| **Graduate non-degree status units permitted? (Yes/No). If yes, list how many.**  ***Note: per policy, 6 units maximum may be used.*** |  | Yes, 6 units may be used towards the certificate |
| **Certificate requirements. List all certificate requirements including core and electives.. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed. Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.**  ***Note: No less than 50% of the course work applied to a certificate must be taken for a regular letter grade.*** |  | Complete 9 units of core coursework:  -ECOL 547 (3) Introduction to Theoretical Ecology  -ARE 631 (3) Arts-based Research  -MAS 587 (3) Chicana Gender Perspectives  Complete 3 units from options below:  -DNC 500 (3) Dance and Culture  -BIOS 576A (3) Biostatistics in Public Health  -PATH 515 (4) Mechanisms of Human Diseases |
| **Research methods, data analysis, and methodology requirements. (Yes/No). If yes, provide description.** |  | No |
| **Internship, practicum, applied course requirements (Yes/No). If yes, provide description.** |  | Yes. Students complete 1 unit of an internship or practicum in the field. |
| **Is substitution of required or elective courses permitted at advisor’s discretion? (Yes/No). If yes, provide description *Note: standard substitution allowance is up to 25% of the total required units without Graduate College approval.*** |  | Yes, students may substitute 3 units with program advisor approval. |
| **May units earned for the certificate be applied to affiliated graduate programs (from section II)? (Yes/No). If yes, list how many.** |  | Yes, students may apply 9 units towards MA program. |
| **Additional requirements (provide description)** |  | Students must complete oral examination administered by certificate committee members. |

1. **CURRENT COURSES**–using the table below, list all existing courses included in the proposed certificate. You can find information to complete the table using the [UA course catalog](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_CATALOG/HRMS/h/?tab=DEFAULT)  or [UAnalytics](https://analytics.uaccess.arizona.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FStudent%2F_portal%2FCatalog%20and%20Schedule) (Catalog and Schedule Dashboard> “Printable Course Descriptions by Department” On Demand Report; right side of screen). If the courses listed belong to a department that is not a signed party to this implementation request, upload the department head’s permission to include the courses in the proposed certificate and information regarding accessibility to and frequency of offerings for the course(s). Upload letters of support/emails from department heads to the “Letter(s) of Support” field on the UAccess workflow form. Add rows to the table, as needed. **Note: no less than 50% of the coursework applied to a certificate must be taken for a regular letter grade.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course prefix and number (include cross-listings)** | **Units** | **Title** | **Course Description** | **Pre-requisites** | **Modes of Delivery (online, in-person, hybrid)** | **Campus and Location Offered** | **Typically Offered**  **(F, W, Sp, Su)** | **Dept signed party to proposal? (Yes/No)** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **NEW COURSES NEEDED** – using the table below, list any new courses that must be created for the proposed program. If the specific course number is undetermined, please provide level (ie CHEM 6\*\*). Add rows as needed. Is a new prefix needed? If so, provide the subject description so Curricular Affairs can generate proposed prefix options. **Note: no less than 50% of the coursework applied to a certificate must be taken for a regular letter grade.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course prefix and number (include cross-listings)** | **Units** | **Title** | **Course Description** | **Pre-requisites** | **Modes of delivery (online, in-person, hybrid)** | **Status \*** | **Anticipated first term offered** | **Typically Offered**  **(F, W, Sp, Su)** | **Dept signed party to proposal? (Yes/No)** | **Faculty members available to teach the courses** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

\*In development (D); submitted for approval (S); approved (A)

Subject description for new prefix (if requested). Include your requested prefix, if any. :

1. **FACULTY INFORMATION-** complete the table below. If UA Vitae link is not provided/available, attach a short CV (2-3 pages) to the end of the proposal or upload to the workflow form. UA Vitae profiles can be found in the [UA directory/phonebook](https://directory.arizona.edu/phonebook).Add rows as needed. Delete the EXAMPLE rows before submitting/uploading. **NOTE: full proposals are distributed campus-wide, posted on committee agendas and should be considered “publicly visible”. Contact the** [**Office of Curricular Affairs**](mailto:curricular_affairs@list.arizona.edu?subject=CVs) **if you have concerns about CV information being “publicly visible”.**

|  |  |  |
| --- | --- | --- |
| Faculty Member | Involvement | UA Vitae link or “CV attached” |
| EX: Joan Smith | Teach FIRE 588 | CV attached |
| EX: Mike Smith | Teach FIRE 687, Faculty advisor, Internship supervisor | UA Vitae Link |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **ACADEMIC INTEGRITY-** If courses will be offered online, how will you protect academic integrity?
2. **ADVISING AND ADMINISTRATION –**describe provisions included for student advising. List the name and contact information for the person or persons who will serve in the role of Director of Graduate Studies (DGS) for the certificate. This is not always the same as the DGS for affiliated programs or head of the managing academic unit. Provide the names of the certificate oversight committee members.

Advising provisions:

Director of Graduate Studies:

Certificate oversight committee members:

1. **CONCURRENT ENROLLMENT -**indicate if concurrent enrollment in a degree program is allowed or required.
2. **TIME TO COMPLETION-**can students be enrolled full-time (9 units) in the certificate in their first semester? What is the standard length of time to finish the certificate if students are enrolled full-time the first semester? Note: time to complete the certificate shall not exceed four (4) years. The clock begins with the date of the earliest coursework used for the certificate.
3. **STUDENT LEARNING OUTCOMES AND CURRICULUM MAP**—describe what students should know, understand, and/or be able to do at the conclusion of this certificate. Work with [Office of Instruction and Assessment](https://oia.arizona.edu/) to create a curricular map using Taskstream. Include your curricular map in this section (refer to Appendix A for sample Curriculum Map generated using Taskstream).

**Curriculum Map:**

1. **ASSESSMENT PLAN FOR STUDENT LEARNING-** using the table below, provide a schedule for program assessment of intended student learning outcomes 1) while students are in the program and 2) after completion of the certificate. Add rows as needed. Delete EXAMPLE row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcomes** | **Sources(s) of Evidence** | **Assessment Measures** | **Data Collection Points** |
| EXAMPLE: Outcome 1: Discern ethical problems, ambiguities, controversies, and assumptions in … | Course-embedded assessments  Pre-post student reflection essays; exit surveys; student focus group; alumni surveys | Exams, papers, and other forms of student work  Summative critical self-reflections | End of each course  End of CHEM 6\*\* course |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **PROGRAM ASSESSMENT PLAN-** using the table below, provide a schedule for program evaluation 1) while students are in the program and 2) after completion of the certificate. Identify factors that indicate that completion of the certificate leads to gainful employment and/or advancement opportunities. Add rows as needed. Delete EXAMPLE rows.

|  |  |  |
| --- | --- | --- |
| **Assessment Measure** | **Source(s) of Evidence** | **Data Collection Point(s)** |
| EXAMPLE: Job Placement Statistics | Student/Alumni Survey | At completion of certificate and as part of alumni survey |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **ANTICIPATED STUDENT ENROLLMENT**- complete the table below. What concrete evidence/data was used to arrive at the numbers?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5-YEAR PROJECTED ANNUAL ENROLLMENT** | | | | | |
|  | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year |
| Number of Students |  |  |  |  |  |

Data/evidence used to determine projected enrollment numbers:

1. **ANTICIPATED CERTIFICATES AWARDED**- complete the table below, beginning with the first year in which certificates will be awarded. How did you arrive at these numbers? Use [National Center for Education Statistics College Navigator](https://nces.ed.gov/collegenavigator/) to find program completion information of peer institutions offering a same or similar certificate. Take into consideration departmental retention rates.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECTED CERTIFICATES AWARDED ANNUALLY** | | | | | | |
|  | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year |
| Number of Certificates |  |  |  |  |  |

Data/evidence used to determine number of anticipated certificates awarded annually:

1. **PROGRAM DEVELOPMENT TIMELINE-** describe plans and timelines for 1) marketing the certificate and 2) student recruitment activities.
2. **DIVERSITY AND INCLUSION-**describe how you will recruit diverse students and faculty to this program. In addition, describe retention efforts in place or being developed in order to retain students.
3. **SAMPLE PLAN OF STUDY-** provide a sample plan of study.

**Appendix A. Sample Curriculum Map for BA in Statistics and Data Science. Created using Taskstream. Contact** [**OIA**](https://oia.arizona.edu/) **for assistance in creating your curriculum map.**

