

Curriculum Changes: Graduate Certificates

Instructions: Please use the format below to add, revise, or delete a graduate certificate. The Curriculum Council will not consider proposals until approved by the chair of your department and the dean of your college. Incomplete submissions will not be considered.

Step 1: Planning: Work with the appropriate chair, program director, dean, associate provost, registrar, and/or other programs that might be affected by the proposal to complete the graduate certificate proposal. A complete submission must include ALL the following:

- Certificate details
- Certificate requirements
- Rationale
- Market analysis
- Resources required

Step 2: Department Chair Approval

Step 3: Dean Approval

Step 4: Curriculum Council Approval

Step 5: Provost Approval

Step 6: President

Step 7: TSUS Board of Regents

Step 8: THECB update

Adding a new graduate certificate

Revising an existing graduate certificate

Deleting a graduate certificate

Submitted by:

1. CERTIFICATE DETAILS

Department:

Program:

Certificate Title:

Stackable (yes or no): **YES** **NO**

Modality:

2. CERTIFICATE REQUIREMENTS

Total number of credit hours:

Required courses:

Electives or restrictive electives:

Prerequisites:

3. RATIONALE

Please explain the need or benefit of this new graduate certificate for SRSU:

4. MARKET ANALYSIS

Please provide comparable certificates at other universities and data demonstrating the benefit and use of this new graduate certificate for students:

5. RESOURCES REQUIRED

Please provide information on resource allocation, new investments, and/or additional costs this new certificate will incur (i.e., Will this new graduate certificate require hiring more adjunct faculty? If so, how many? Will this new certificate require adding more overloads to existing faculty? If so, how many? Etc.)

6. SIGNATURES

Department Chair _____

Dean _____

Curriculum Council Chairs _____

Provost _____