New Certificate Request

GCSU Guidelines for Completing the Proposal for Submission
Use the guidelines lines below in addition to the *__Degree Proposal and Curriculum Proposal Cover Sheet__* to prepare the proposal for a *New Certificate Request*. Please include all requested information for items 1 through 22 in the order described in the guidelines. Doing so will support both the university governance process and successful entry into the USG Academic Proposal Submission Portal.

Guidelines Provided by USG
USG Policy
Section 2.3.1.2 of the Academic and Student Affairs Handbook outlines rules related to certificates. Note that certificates, unlike degrees/major, do not require Board approval to create or terminate. Requests for Standalone Certificates are reviewed and approved by University System Office staff for inclusion in the CAAP; note that embedded certificates should not be submitted.

For more information, including definitions for standalone and embedded certificates, visit:
https://www.usg.edu/academic_programs/changes/certificates_guidelines

Federal Guidance
Generally, in order to be eligible for funding under the Higher Education Act Title IV student assistance programs, an educational program must lead to a degree ... or it must prepare students for "gainful employment in a recognized occupation." Therefore, with very few exceptions, any non-degree program offered by nonprofit or public institutions and all educational programs offered at for-profit institutions must lead to gainful employment.
(Taken from https://studentaid.gov/data-center/school/ge on May 28, 2024)

For students to receive federal financial aid for certificate programs, unless they are embedded where all courses are required for the student's degree, your institution must have filed the appropriate gainful employment application with the US DOE. Simply having all hours in a certificate program be transferable into a degree program does not exempt the certificate program from the gainful employment requirements. Please ensure your Office of Financial Aid has received approval before offering any certificate programs where you expect students may need to use federal financial aid. For more information, visit:
https://fsapartners.ed.gov/sites/default/files/attachments/GainfulEmploymentOperationsManual/04GEProgramCertification2015.pdf

SACSCOC Policy
New programs are considered substantive changes under certain conditions. Be sure to review the SACSCOC Substantive Change Policies and Procedures (link below) and follow any institutional processes related to substantive changes so that your institution is prepared to submit the request to SACSCOC once USG approval is granted.
https://sacscoc.org/accrediting-standards/substantive-changes/

1. Proposal Name

2. Proposal Representatives: Provide the name(s) and email(s) of the individuals who will represent the proposal at university level curriculum committee meetings.

3. Certificate Level/Type: Standalone or Embedded

4. Program Name: If this is a "standalone" certificate, review your institution's standard naming conventions for certificate programs on the CAAP. Typically,
   - CER0 certificates are named "Certificate of Less than One Year in <insert subject>"
   - CER1 certificates are named "Certificate of One Year in <insert subject>"
   - CERG certificates are named "Post-Baccalaureate Certificate in <insert subject>"
   - CERM certificates are named "Post-Master's Certificate in <insert subject>"
   - CERP certificates are named "Post-Professional Certificate in <insert subject>"

5. The 8-digit CIP Code: Provide the 8-digit CIP code is a combination of the 6-digit CIP Code (from NCES) and a 2-digit extension code (typically "00" or "01").
   Note that if there is more than one certificate of the same type with the same 6-digit CIP Code, the 2-digit extension is what differentiates the programs in the DMA database and in Academic Data Collection (ADC). For example, there may be a CER0 and CERG in Cybersecurity but also a CERG in Cybersecurity Management. Since they have different degree acronyms, the CER0 and CERG in Cybersecurity could use the same 8-digit CIP code. However, the CERG in Cybersecurity Management would need a different 2-digit CIP code extension than the CERG in Cybersecurity to distinguish the two programs.

6. CIP Code Description: List the CIP Code Title from NCES for the 6-digit CIP Code selected. For example, the CIP Code Title for 01.0000 is "Agriculture, General."

7. Anticipated Start Term: Specify the term in which the institution first plans to offer this program. This should be a future term. Certificates should not be offered prior to administrative approval. (Fall, Spring, Summer)

8. Anticipated Start Year: Specify the calendar year associated with the term selected above.

9. Delivery Mode: Provide all applicable delivery modes for this program, using the definitions below. (On Campus, Hybrid, Online)
   - **ON CAMPUS:** A program of study leading to a degree completed with 50% or more of courses offered consistently on-site in a classroom setting at a campus, center or instructional site. (Consistent with SACSCOC requirements concerning notification of changes in delivery mode.)
   - **HYBRID:** A program of study leading to a degree completed with more than 50% offered consistently online, but some courses in the program will require on-site attendance at a campus, center or instructional site.
   - **ONLINE:** A program of study which can be completed entirely at a distance. No campus visits are required for coursework. Students may be required to attend program

orientations or to complete coursework in a specified instructional setting (clinical, internship, practicum).

10. Locations Offered: List all campuses and off-campus instructional sites where this program is offered (i.e., any site where a student can take at least half of the coursework necessary for graduation from this program).

11. Program Hours: Specify the minimum number of credits students must complete to earn this certificate.

12. New Certificate Rationale: What is the intended purpose of this certificate? Will it lead students toward gainful employment (see "Federal Guidance" section at the top of this form)?

13. Specify which students can enroll. Include all that apply: Degree-seeking students can enroll. Non-degree seeking students can enroll.

14. Is this certificate restricted to students of certain majors? Note: This is not asking about whom you think may pursue the program, but to whom the program is available. Respond yes or no.

15. Which majors can complete this certificate program?

16. Is all the coursework embedded as requirements within a student's major? Respond yes or no. See below.
    - Yes, all coursework for this certificate is required in a student's major.
    - No, some coursework may count toward electives but is not required by at least one student's program of study.

17. Target Student Population: For which audience is this certificate intended/designed? Does it target specific populations (e.g., adult learners)?

18. Workforce Need and Student Demand: How was the program designed to meet market needs (local, regional, or national). What are the projected enrollments over the next several years?

19. What other offerings do you have in this discipline?
    - Degrees and/or Majors
    - Other Certificates
    - Minors
    - Courses
    - None of the Above

20. Budget/Resource Requirements: Are there any personnel costs, computing/equipment costs, facility needs, or other fiscal needs? Does the institution have funds to secure these resources?

21. Supporting Documents: Please attach the program learning outcomes as well as a program of study, including all courses along with their associated credit hours **and prerequisite**

courses. Additional supporting materials related to the above questions may also be attached here.

22. Points of Contact: Provide the name(s), email(s), title(s) of the main point(s) of contact if questions arise from submission to USG. Note: These may be the same individuals as the program representatives named above.