



## DESIGNING A CERTIFICATE PROGRAM: DEPARTMENTAL DECISIONS

What is your target audience?

May undergraduate students enroll in the graduate certificate program? If so, when?

Is the certificate program offered for majors only? (not recommended unless necessary)

What are the admission requirements for the certificate program (e.g. BA/BS, personal interview, GPA, GRE, transcript, references)?

What is the process for approving an admitted student's course of study (e.g. advisor's signature)?

How many hours of credit does the certificate program include (between 12 and 21 hours)?

Are transfer credits accepted? If so, what is the GPA required for credit to transfer?

What is the curriculum (core, elective, research, internship or practicum) for the certificate program?

What is the time limit for completion of the certificate program?

Can the credit earned for the certificate program be used toward a future graduate degree?  
Which degree(s)?

If certificate program course credit can be applied toward a graduate degree, what is the grade requirement in order for courses to be used (e.g., at least a B in each course)?

Where will the certificate program be offered (e.g. Panama City, online, main campus)?



## PROPOSAL FOR DEVELOPMENT OF CERTIFICATE PROGRAM

COLLEGE/SCHOOL:

DEPARTMENT/INSTITUTE/CENTER:

NAME OF CERTIFICATE PROGRAM:

LEVEL: \_\_\_\_\_ Graduate

APPROVED:

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Department Curriculum Committee or  
Advisory Committee for Institute or Center

Date

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Department Chair or Director of Institute or Center

Date

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School/College Curriculum Committee

Date

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Academic Dean

Date

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Dean of Graduate Studies

Date

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Dean of the Faculties

Date



## FLORIDA STATE UNIVERSITY CERTIFICATE PROGRAMS APPROVAL PROCEDURES

Please contact Jennifer Buchanan, Associate Dean of the Faculties, or the Office of Graduate Studies, if you have questions regarding this approval process. Once approved by the Dean of Graduate Studies, your proposal will be sent to the Dean of the Faculties Office, care of Jennifer Buchanan, for final review. After your certificate program is approved, the Office of Graduate Studies will contact you in order to include information about the certificate program on its website. Please add your new certificate program to your *General Bulletin* copy during revisions.

***Note: This outline and the requirements pertaining to each section must be reproduced within the body of the proposal in order to ensure that all sections have been satisfactorily addressed.***

I. Your proposal should include the following elements:

A. Purpose

The proposal should identify particular needs which cannot be met by existing degree programs, identifying the particular target group for the program. Specify the skills and knowledge base to be achieved through the program. Finally, please provide the date you anticipate the program will start.

B. Application Procedure

Describe the process by which an individual applies to the program. Clearly indicate the address to which the application is submitted and state that the certificate credential is not intended as a diploma or a degree.

C. Admission Requirements

Requirements for admission to the program must be clearly and completely outlined. Please specify whether an applicant must be currently pursuing a degree (graduate or undergraduate) or may be registered as a special student. Other criteria could include previous educational background, grade point average, or other qualifications.

D. Program of Studies

An outline of the proposed program should include the total number of credits required. Specific courses may either be required or elective. There should be a plan for approving the student's course of study upon admission to the program. Each course of study should include a capstone experience that helps students integrate theory and practice.

E. Certificate Requirements

Please include the number of credits required and any time limits governing when such credits are earned. A minimum of 12 hours is required of all Florida State University graduate certificate programs. Indicate whether or not transfer credits are

accepted and whether any required grade point average is required. Please note: ALL graduate certificate program students must have achieved and must maintain a cumulative 3.0 (B) grade point average in all graduate certificate courses attempted in order for the graduate certificate to be granted.

F. Design of Certificate and Wording:

The certificate should include the name of the certificate, the date awarded, and the school or college (and department or unit) awarding the certificate. The certificate should be signed by the dean of the school or college and by the designated representative of the program (the chair of a department, the director of the institute or center offering the certificate, or the director of the certificate program). Following such signatures, the certificate is issued by the department or program. (See sample certificate format.)

- II. The proposal is initiated by the director of the proposed certificate program, who submits it through the following approval sequence:
  - A. Department Curriculum Committee (or Advisory Committee for Institute or Center)
  - B. Department Chair (or Director of Institute or Center)
  - C. School or College Curriculum Committee
  - D. Academic Dean
  - E. Dean of Graduate Studies
  - F. Dean of the Faculties for final approval
  
- III. Following approval, the Dean of the Faculties notifies the following offices that the certificate program is in effect:
  - A. Provost
  - B. Registrar
  - C. Department
  - D. Academic Dean
  - E. Dean of Graduate Studies
  - F. Budget and Analysis
  
- IV. Once your certificate program is approved, the Office of Graduate Studies will contact you in order to include information about the new program on its website.
  
- V. Approved certificate programs may be modified by following the same approval sequence as the original proposal.
  
- VI. Certificate programs may be terminated by sending a memo from the department chair, program director, or dean to the Dean of the Faculties, who will officially terminate the program and notify affected offices. Certificate programs will continue to be published in the *General Bulletin* until they are officially terminated.



*Florida State University*  
*College of Education*  
*Department of*  
*Educational Psychology & Learning Systems*

*Attests that*

***I. Earnest Student***

*Having successfully completed the requirements  
Is hereby awarded the certificate of*

**SAMPLE**

***Human Performance Technology***

This \_\_\_\_ day of \_\_\_\_\_, 2004

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Dean, College of Education

Coordinator, HPT Certificate Program