Curriculum - New - Certificate - v22.23
Program

General Catalog Information (NEW)   ⌃

Contact person*

[   ]

Please type in the name, email and phone of the primary point of contact for questions related to this proposal.

Department*

[▲▼]

This is the Departmental Owner of the new Certificate program being requested.

Type of Program*

○ Program
○ Shared Core

Always select "program"

Name of Certificate*

[   ]

The format is: Title (Degree Type abbreviation)

Need help with Program Name?

- Use format: **Title (Certificate Type)**

Examples:

- Dance (Undergraduate Certificate)
- Academic Advising (Graduate Certificate)
- Exotic Animals (Veterinary Medicine Certificate)

Projected Term*

Need Help? See [Deadlines](#)

Certificate Level*

Certificate Type*

Choose from the Certificate Types Listed

Transcript/Certificate Name:*

List this exactly how the Name of the Certificate should be reflected on the Official Transcript and/or Certificate.

Is this an Interdisciplinary Certificate?

☐Yes ☐No

If Yes, then List Department/College Collaborators

Please list the College/Academic Departments involved in this Interdisciplinary Program and the % each department is responsible for supporting {must add up to 100%}. If not an even split, please identify which dept/org ID has the higher percent breakdown. {i.e., 33% - 33% - 34%} Example: Urban Food Systems GR Certificate Org ID: 15050 at 25% Org ID: 10090 at25% Org ID: 15010 at 25% Org ID: 10010 at 25%

CIP Code*

Select the Classification of Instructional (CIP) code.

Need help selecting CIP?

- See the full list at [CIP Codes](#)
- To find CIP codes currently in use at K-State see the following lists:
- [Majors](#) | [Certificates](#) | [Minors](#)
- Questions? contact Institutional Research at reportinganalytics@k-state.edu

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Additional Catalog Items: Certificate NEW   ⌃

Campus plan:*

☐ Manhattan Campus-Based (MANHAT)

☐ Manhattan Online (ONLINE)

☐ Olathe Campus-Based (OLATHE)

☐ Olathe Online (ONLOLT)

☐ Salina Campus-Based (SALINA)

☐ Salina Online (ONLSAL)

Select all that apply.

Hint: If an online option is selected, complete the **Online Curriculum Template** and attach document to this proposal.

Definition of Online Program: Certificate or degree programs in which 67% or more of the required courses are taken as distance-education courses.

Definition of Distance-Education course: Courses in which at least 75% of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

Explain campus offerings*

[   ]

Explain campus offerings. Example: Certificate in Applied Mathematics should be offered at the Manhattan-Campus Based and Manhattan-Online options.

Online Program Percentage

```
[                                                              ]
```

For online programs, enter the percentage of required courses that are taken as distance-education

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Certificate Description and Impact(s): NEW   ⌃

Catalog Description*

```
[                                                              ]
```

Enter catalog description of the Certificate program

Admission Requirements

```
[                                                              ]
```

If the program will have non-curricular program requirements please detail them in this field. This would include such things as overall GPA requirements, completion of a pre-major program, audition information, etc.

Special Requirements

```
[                                                              ]
```

This field would be any additional non-curricular requirement set as part of a program. This could include mandated attendance to events, membership in specific students groups, or any other condition that is attached to a program for ongoing participation. (i.e. education practicum, study abroad, internships)

Graduation Requirements

```
[                                                              ]
```

This field would include such things as overall, departmental, or program GPA requirements, specific test requirements, grade requirements for all program courses, or additional steps that must be taken before the program is fully completed.

Impact Statement*

```
[                                                              ]
```

(i.e. if this impacts another unit) – Statement should include the date when the head of a unit was contacted, and the response or lack of

Rationale*

```
[                                                              ]
```

WARNING: Summarize impact on other units

- Explain effects this new program may have on existing programs or enrollments
- For courses listed in the program, contact all affected units
- Failure to contact all impacted units and include responses can cause delay
- Include responses (or lack of response) in box below or attach copies

Certificate Curriculum Process Layout: NEW   ⌃

Total Hours Required*

[   ]

Enter total hours required for the curriculum; this can include a range of hours if appropriate.

Required Documents for NEW Certificate Proposals

Please attach a clean document showing all the courses and requirements that make up the Certificate program.

Refer to the Business Process Guides for assistance:

1. BPG - Undergraduate Program Templates (pdf)

2. BPG - Graduate Program Templates (pdf)

- GC Checklist for New Programs Guide

Make sure that **ALL** credit hours add up to the appropriate total.

Undergraduate Certificates Additional Documentation:

The department and college that propose an undergraduate certificate program must provide for approval the following information. Please provide a separate attachment.

- Purpose (clear and appropriate educational objective)
- Evidence of demonstrated need or demand for proposed certificate

- Desired outcomes
- Estimated budget and staff required
- Evidence of approval of their certificate program through internal academic channels
- Admission procedures certificates

If new courses are proposed to support this curriculum, then list them here:

```
┌────────────────────────────────────────────────────────┐
│                                                        │
│                                                        │
└────────────────────────────────────────────────────────┘
```

Proposals for new courses must be submitted separately

Be aware of Certificate Policy Minimum Requirement

- Undergraduate Certificate Policy {Univeristy Handbook, F170}
- Graduate Certificate Policy {Graduate Handbook, Ch. 4, Section C}

Assessment of Student Learning Plan:

- Find more information at:
- Assessment plans for new programs
- contact the Office of Assessment for assistance and feedback

Attachments for Certificate Proposal: NEW   ⌃

Attachments?

☐ Certificate Proposal
☐ Undergraduate Certificates Additional Documentation
☐ Assessment of Student Learning Plan

To add and view attachments use the Files icon (upper right)

Click the checkbox below after the required document is uploaded

Additional Certificate Information: NEW   ⌃

Does this Certificate lead to licensure?

◯ Yes ◯ No

If Yes, please explain what type of licensure

[   ]

Certificate offered?

☐ Certificate can be obtained as a credential on its own (free-standing)

☐ Certificate may only be obtained by degree-seeking students at K-State

If a specific degree program is required, specify here

[   ]

Additional Routing Certificate: NEW   ⌃

Does your department have a Department Curriculum Committee?*

◯ Yes ◯ No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

Launch the Proposal: NEW   ⌃

IMPORTANT: Click the Launch and Validate Proposal icon

Questions?

If you have any questions on any part of this form please contact your [Curriculog Team Member](#)

Office of the Registrar Use ONLY   ⌃

Program Type

Certificate Type

Status

☐ Active ☐ Inactive

Plan Code

Actual Effective Term

Acalog-Undergraduate

Acalog-Graduate

DARS

Implementation Notes

Form Revised: 8-22-2022

NOT IN USE: Prospective Curriculum*