

Curriculum - Change - Certificate - v23.24

Program with Import Required

Catalog



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 Certificate included on this change request form.

Type of Program*

- Program
- Shared Core

Always select "program"

Certificate Name:*

Format is: Title (Certificate Type)

Need help with Certificate Name?

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

Examples:

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

Certificate Type*

Only Choose from the Certificate Types Listed

Term the Anticipated Change Goes Into Effect:*

This term may be changed administratively depending on the timeline for moving through the process. See Deadlines at <https://www.k-state.edu/curriculog/deadlines/catalogdeadlines/index.html> for assistance.

Certificate Level*

Catalog Description*

Edit catalog description, as needed.

Is this an Interdisciplinary Certificate?*

- Yes
- No

If Yes to being an Interdisciplinary Certificate 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 at 25% Org ID: 15010 at 25% Org ID: 10010 at 25%.

Certificate Campus: ADD

- Manhattan Campus-Based
- Manhattan Online

Certificate Campus: REMOVE

- Manhattan Campus-Based
- Manhattan Online

- Olathe Campus-Based
- Olathe Online
- Salina Campus-Based
- Salina Online

- Olathe Campus-Based
- Olathe Online
- Salina Campus-Based
- Salina Online

Explain campus offerings

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

ONLINE CAMPUS OFFERINGS/OPTIONS:

If Any of the Campus Options Above are an ONLINE OPTION The Following Items are REQUIRED:

Hint: If an online option is being added, then complete the [Online Curriculum Template](#) and attach the document to this proposal. If the percent of instructional content delivered by online/distance methods has changed, please include both the prior and current percentages.

Definition of Online Program: Certificate or degree program 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.

Online Program Percentage

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

Does this Certificate Lead to Licensure?*

- Yes
- No

If Yes, please explain what type of licensure

Certificate Layout

Total Hours Required for Certificate

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

Proposals for new courses must be submitted separately and should be in the curriculog system.

Update the certificate program

- Use the "Curriculum Plan" functionality below
- Make sure ALL credit hours add up to the appropriate total

Undergraduate Certificates

- Minimum Requirements found in the Undergraduate Certificate Policy {[University Handbook, F170](#)}

Graduate Certificates

- Minimum Requirements found in the Graduate Certificate Policy {[Graduate Handbook, Ch. 4, Section C](#)}
- [BPG - Graduate Program Templates](#)
- [Guidebook for Graduate Council Proposal Submissions](#)

Update Curriculum Plan

Step 1: **View Curriculum Courses** tab

- displays all courses currently available in certificate
- import courses to add courses to the certificate
- delete courses to remove courses from the certificate

- see [help](#) for more information

Step 2: **View Curriculum Schema** tab

- displays requirements
- click on a requirement to expand the entry area
- update requirement names, as needed
- update total credits for requirements, as needed
- add or delete courses from requirements, as needed
- see [help](#) for more information

Step 3: **Curriculum Preview** button

- displays the catalog view of the certificate program
- to make edits go back to the **View Curriculum Schema** tab
- make sure ALL credit hours add up to the appropriate total
- once a proposal is launched, click the RED PENCIL icon to view mark-up reflecting changes in the certificate

Curriculum Plan*

Attachments?*

- Additional support documentation
- If Interdisciplinary: MOU/Agreement

Is a Transition Plan Required for this Change?

- Yes No

If YES above, please describe your Transition Plan

Indicate the number of students currently enrolled and admitted to the program/plan. Will students be moved to a new option (i.e., Freshman/Sophomore standing will be moved to _____ and Juniors/Seniors will be allowed to finish out in the current structure, etc...)

Rationale and Impact of the Change



What is changing? Choose all that apply.*

- **The addition or deletion of specific components of the certificate.
- **Change to the name of the Certificate.
- **A change of 25% or more to the content of the certificate, either in a single change or as the sum total of aggregate changes (Program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences.
- **Any addition or reduction of total credit hours to the certificate.
- **Request to add or remove details/instructions connected to an application or other process that students must complete before acceptance
- ##The change is contingent on other pending changes already submitted in the curriculum process.
- ##Other

If you selected an item above with ##, then please specify.....*

Rationale: What is Changing?*

Enter Additional information here to describe the options chosen above

Rationale: Why is it changing?*

Impact Statement*

WARNING: Summarize impact on other units

- Explain the effects this proposal will have on program requirements or enrollments.
- Does the addition or removal of any courses affect enrollment in another college?
- Failure to contact impacted units and include responses can cause delays.
- Include responses (or lack of response) in the box below or attach copies.
- If Expedited, then include a statement that the proposal meets all requirements of an expedited change. This statement should be the first sentence or paragraph in the impact statement.

Additional Routing ^

Does your department have a Department Curriculum Committee?*

Yes No

Approval Type (Standard or Expedited) ^

IMPORTANT: Determine Approval Type

1. ALL Proposals follow the "Standard" approval processes by default.
2. Changes with minimal impact outside of the academic unit may follow a shortened procedure if they meet all criteria described below.
3. **Review the impact report** and statement to be sure you are answering and routing correctly.
4. Incorrect decisions **WILL DELAY** your proposal.
5. If you are not sure select "Standard".
6. Carefully read the criteria below.

Is the Proposal eligible for Expedited Review?

- **The proposal DOES NOT discontinue the certificate
- **The required total number of credit hours is not changing
- **The proposal DOES NOT add or delete courses that impact the enrollment of courses outside the college
- **There is no addition of course(s) outside the college which were not previously required
- **The proposal is not a substantial re-write of the certificate.

Click the box to checkmark each statement that is true. If ALL boxes are checked then this Proposal is eligible for Expedited Review.

**College of Arts & Sciences or the College of Health and Human Sciences Proposals:
Click "Yes" if the course enrollment is this minor affects another academic department in your college.**

YES NO

If Yes, this proposal will add in the College Faculty Notification workflow step as required by the College Curriculum Committee.

Approval Type:

Select "Standard" or "Expedited" process. Refer to the 5 Expedited Items above and If you are not sure, select the "Standard" process.

Expedited Justification:

If you chose the Expedited option above, please provide justification for why you believe this proposal meets the requirements. Especially if the 5 Expedited options were not ALL selected.

IMPORTANT: Click **Validate and Launch Proposal**

Questions?

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



Program Type

Degree Type

Status

Plan code

Sub-Plan(s)

Actual Effective Term

Acalog-Undergraduate

Acalog-Graduate

DARS

Implementation Notes

Form Revised: 8-23-2023