

Curriculum - New - Certificate - v23.24

Program with Import Required

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. If interdisciplinary, select the primary administrative owner.

Type of Program*

- Program
- Shared Core

Always select "program"

Name of Certificate*

Replace "ZTemplate" with name of program. Format is: Title (Certificate Type)

Need help with Program Name?

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

Examples:

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

Projected Term*

Need Help? See [Deadlines](#)

Certificate Level*

Select 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 at 25% 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 reportinganalytics@k-state.edu

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

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

Build the certificate program

- Use the "Curriculum Plan" functionality below.
- Make sure that **ALL** credit hours add up to the appropriate total.
- (Attachments outlining these requirements are not required)

Undergraduate Certificates Require 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

Build Curriculum Plan

Step 1: **View Curriculum Courses** tab

- import courses needed to build the certificate
- see [help](#) for more information

Step 2: **View Curriculum Schema** tab

- displays requirements template
- click on a requirement to expand the entry area
- replace "Title1" with appropriate requirement name
- replace "X" Credit Hours with total credits for that requirement

- add courses to each requirement
- see [help](#) for more information

Step 3: **Preview Curriculum** button

- displays the catalog view of the certificate program
- to make edits go back to **View Curriculum Schema**
- make sure ALL credit hours add up to the appropriate total

Curriculum Plan*

Attachments for Certificate Proposal: NEW



Attachments?

- Undergraduate Certificates Additional Documentation
- Assessment of Student Learning Plan

- To add and view attachments use the Files icon (upper right)
- Click the checkbox above 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](#)

Registrar Use ONLY



Program Type

Certificate Type

Status

Active Inactive Inactive-Hidden

Plan Code

Actual Effective Term

Acalog-Undergraduate

Acalog-Graduate

DARS

Implementation Notes