Tracking Number:

## Academic Affairs

## Certificate Program Proposal Request Form

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| **Program Name:** | |  | | | **CIP Code:** |  |
| **Date Submitted:** | | | **\*Term Effective:** | | **Budget Code:** |  |
| **Division:** |  | | |  | **OPEID:** | **008677** |
| **Certificate** (30-37 credit hours)  **Short-term Certificate** (<30 credit hours, designed for specific employment situation)  **Revision** | | | | **Division Faculty Consensus:**  **Yes**  **No**  **Date** | **Division Dean:**  **In Favor**  **Opposed**  **Date** | |

**\***To be eligible for financial aid, the approved program must be submitted to DOE 90 days prior to start date. Short-term certificates also need to be submitted to the Veteran’s Administration for approval.

NOTE: Financial aid eligibility also requires certificate programs to be a minimum of 16 credit hours over 15 weeks.

1. **Submit the following:**

* **Course proposal form for each new course or revised course in the program.**
* **Include a copy of the state TAG criteria, if appropriate.**

1. **Reason for new or revised program.  *Include pertinent plan/report to support the new course or course change.***
2. **Describe the new program or the program revisions:**
3. **List the program learning outcomes:**
4. **Description of how the institution determined the need for the program** (If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. **Submit documents that support this description**.)
5. **Narrative description of how the program was designed to meet local market needs, or for an online program, regional or market needs.** (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. **Submit documents and its analysis for review.**)
6. **Identify the Standard Occupational Classification(s) that students will prepare for in the program.** The classification codes can be obtained at the O\*Net website using the Education crosswalk with the CIP code. (www.onetonline.org/crosswalk/)
7. **Narrative description of any wage analysis performed, including any consideration of Bureau of Labor statistics wage data related to the program. Submit analysis documents.**
8. **Describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. Submit copies of meeting minutes, correspondence, proposals, or other documentation to support the development of the program.**
9. **Projected Costs: (Include a brief description of how the division plans to meet space, equipment, supplies, lab/library and staff needs if applicable**).
10. **Funding Sources:**
11. **Unit/persons affected outside division – finding and reactions:** (Include the impact of this course on other programs/technologies and identify other similar courses already being offered.)
12. **Number of credit hours in certificate**

**Number of clock hours in program**

**Number of weeks in program**

1. **Does this program include a contractual agreement with another entity? If yes, contact VP for Academics.**
2. **Will this program be offered at an off-campus location? If yes, list locations.**

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| **Academic Affairs Comments**:  Approved Program – Submit to Faculty Council for Action, Administrative & Staff Council for Information Date:  Non-support of proposal – return to division for development Date: | **Faculty Council**:  Approved Program – Date:  Non-support of proposal – return to Academic Affairs Date: |
| **Vice President of Academics Comments**:  Approved Program Date:  Non-support of proposal – return to Faculty Council Date: | **Administrative Council Comments**:  Date Reviewed: |
| **Staff Council Comments**:  Date Reviewed: | **President Comments:**  Date Approved: |
| **Board Approval (Required for new programs) Date**  **Entered into DegreeWorks**  **WIET/MITC updated**  **AcademyOne updated** | **Date Submitted to ODHE** |

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| **Program Curriculum\*** |  | **Date:** |  |

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| **Time period** | **Curriculum component**  **Course Name/Number** | **Credit hours** | **Technical / Major** | **General Education/**  **Basic** | **Elective** | **OTM, TAG or CT2** | **New or Existing Course** |
| **Yr 1, Fall** | *BIO 145: Biology* | **4** |  | **4** |  | **OTM** | **Existing** |
|  | *BUS150: Intro to Management* |  |  |  |  |  |  |
|  | *PSY100: Intro to Psychology* |  |  |  |  |  |  |
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|  | **TOTALS** |  |  |  |  |  |  |

\*Note: One-year Technical Certificates: 30 – 37 semester credit hours with 18-22 technical courses; Short-term certificates: less than 30 credit hours, designed for specific employment situation