****

**Expedited Graduate Certificate Proposal Form**

**Guidelines**

* Answer each question completely.
* Note: in order to qualify for expedited graduate certificate review, only existing courses may be used as curriculum in the certificate program.
* The length of this proposal should be approximately five to ten pages.
* The proposal must go through the necessary college and department approvals before submission to the Office of Academic Affairs.
* The proposal should be submitted along with the budget table accounting for projected expenses and revenues in the first five years of implementation and a letter of support from the Dean’s Office. The letter should state that the proposal has received the appropriate college and department/school approvals.
* Depending on the time of submission and review meeting schedules, it can take up to one year after the Office of Academic Affairs receives this proposal for the proposal to go through the multiple internal and external review procedures.
* Note: this document will be submitted to the Board of Regents (BoR) and the Nebraska Coordinating Commission for Postsecondary Education (CCPE), and will become a public document.
* For specific University of Nebraska guidelines related to Graduate Certificates, see the last page.

**Descriptive Information**

* Name of institution proposing the program: The University of Nebraska at Omaha
* Name of the program proposing the certificate:
* Name of the proposed certificate program:
* List the participating department(s):
* CIP code:
* Proposed delivery site(s), and type(s) of delivery, if applicable (Note: If including online delivery, please contact online learning for additional information):
* Proposed date (term/year) the program will be initiated: TBD
* List names of faculty members who will serve on the advisory committee:
* Are there adequate resources and a sufficient number of qualified faculty to support the certificate program?
1. **How will the certificate program complement or enhance existing degree programs?**
2. **What is the student, community or market demand for this certificate?**
* Why is the proposed program needed?
	+ Address community, state, regional, national and/or international need for graduates of the proposed program.
	+ Provide documentation and data to support arguments with appropriate references.
* What are employment and educational advancement opportunities for graduates of the proposed program?
	+ If possible, provide documentation and data to support arguments with appropriate references.
* What are the enrollment projections:
	+ Number of students expected to enroll in the program in each of the first five years of operation and basis for the estimate.
	+ Minimum number of students required to make the program viable.
1. **What are the procedures and stated qualifications for admission of students to the certificate program?**
2. **What is the curriculum of the certificate program?**
* Use the attached form to list specific required or elective courses in the master’s program and the certificate program.
* Are there other requirements (fieldwork, capstone experience, etc.)?
1. **What are the measures and procedures for verification of completion of the certificate requirements?**
2. **What are the measures and procedures for ongoing evaluation of the certificate program?**

**Proposed Graduate Certificate Curriculum**

**Name of the existing master’s program**

The assumption is that the certificate courses are a subset of an existing master’s degree curriculum. Please attach a brief explanation if this is not the case.

|  |  |  |
| --- | --- | --- |
| Courses in the existing master’s program (list course numbers) | Master’s program - number of credit hours | Certificate program - number of credit hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total:  |  |  |

**Expedited Review of Proposed New Graduate Certificate Programs**

Under certain circumstances proposed new Certificate Programs would receive expedited review and approval. This would involve review by the Campus Graduate Council and the Council of Academic Officers, with final approval by the Provost and President.

For a program to be considered for expedited review and approval, it must meet the following requirements:

1. The proposed certificate must be a reasonable extension of an existing master’s program in that it uses existing courses in the present masters.
2. The proposed certificate would require at least 12 - 15 hours of work past the bachelor’s degree but no more than 20 hours. A core of required or elective courses must be in the department/program offering the certificate; however there could be an opportunity for graduate students to take up to one third of the program in optional or elective courses in collateral departments of relevant disciplines, consistent with the requirements of the existing program.
3. The proposed certificate would be a repackaging of existing graduate courses, requiring no additional or reallocated resources to support the program. The proposal would have to demonstrate the availability of internal capacity to offer the certificate.
4. The proposal would need to show evidence of demand and that the proposal is being responsive to a demonstrated need in the university or community. However, the justification would not need to be as elaborate as that required for a new degree program.
5. Following approval of such a new Certificate Program, the action will be reported to the Board of Regents at the next meeting.