



DESIGNING AN UNDERGRADUATE CERTIFICATE PROGRAM: DEPARTMENTAL DECISIONS

What is your target audience?

Is the certificate program offered for majors only? (not recommended unless necessary)

What are the admission requirements for the certificate program (e.g., personal interview, GPA, references)?

What is the process for approving an admitted student's course of study (e.g. advisor's signature)?

How many hours of credit does the certificate program include (between 12 and 21 hours)?

Are transfer credits accepted? If so, what is the GPA required for credit to transfer?

What is the curriculum (core, elective, research, internship or practicum) for the certificate program?

What is the time limit for completion of the certificate program?

Does certificate completion satisfy partial requirements for a major offered through your school/college?
Through another school/college?

If certificate program course credit can be applied toward a degree, what is the grade requirement in order for courses to be used (e.g., at least a C- in each course)?

Where will the certificate program be offered (e.g. Panama City, online, main campus)?



PROPOSAL FOR DEVELOPMENT OF UNDERGRADUATE CERTIFICATE PROGRAM

COLLEGE/SCHOOL:

DEPARTMENT/INSTITUTE/CENTER:

NAME OF CERTIFICATE PROGRAM:

LEVEL:

_____ Undergraduate

APPROVED:

Department Curriculum Committee or
Advisory Committee for Institute or Center

Date

Department Chair or Director of Institute or Center

Date

School/College Curriculum Committee

Date

Academic Dean

Date

Dean of Undergraduate Studies

Date

Dean of the Faculties

Date



FLORIDA STATE UNIVERSITY UNDERGRADUATE CERTIFICATE PROGRAMS APPROVAL PROCEDURES

Please contact Jennifer Buchanan, Associate Dean of the Faculties, if you have questions regarding this approval process. Once approved by the Dean of Undergraduate Studies, your proposal will be sent to the Dean of the Faculties Office, care of Jennifer Buchanan, for final review. After your certificate program is approved, please add your new certificate program to your *General Bulletin* copy during revisions.

I. Your proposal should include the following elements:

A. Purpose

The proposal should identify particular needs which cannot be met by existing degree programs, identifying the particular target group for the program. Specify the skills and knowledge base to be achieved through the program. Finally, please provide the date you anticipate the program will start.

B. Application Procedure

Describe the process by which an individual applies to the program. Clearly indicate the address to which the application is submitted and state that the certificate credential is not intended as a diploma or a degree.

C. Admission Requirements

Requirements for admission to the program must be clearly and completely outlined. Please specify whether an applicant must be currently pursuing a degree or may be registered as a special student. Other criteria could include previous educational background, grade point average, or other qualifications.

D. Program of Studies

An outline of the proposed program should include the total number of credits required. Specific courses may either be required or elective. There should be a plan for approving the student's course of study upon admission to the program. Each course of study should include a capstone experience that helps students integrate theory and practice.

E. Certificate Requirements

Please include the number of credits required and any time limits governing when such credits are earned. A minimum of 12 hours is required of all Florida State University certificate programs. Indicate whether or not transfer credits are accepted and whether any specific grade point average is required.

F. Design of Certificate and Wording:

The certificate should include the name of the certificate, the date awarded, and the school or college (and department or unit) awarding the certificate. The certificate should be signed by the dean of the school or college and by the designated representative of the program (the chair of a department, the director of the institute or center offering the certificate, or the director of the certificate program). Following such signatures, the certificate is issued by the department or program. (See sample certificate format.)

- II. The proposal is initiated by the director of the proposed certificate program, who submits it through the following approval sequence:
 - A. Department Curriculum Committee (or Advisory Committee for Institute or Center)
 - B. Department Chair (or Director of Institute or Center)
 - C. School or College Curriculum Committee
 - D. Academic Dean
 - E. Dean of Undergraduate Studies
 - F. Dean of the Faculties for final approval

- III. Following approval, the Dean of the Faculties notifies the following offices that the certificate program is in effect:
 - A. Provost
 - B. Registrar
 - C. Department
 - D. Academic Dean
 - E. Dean of Undergraduate Studies
 - F. Budget and Analysis

- IV. An approved certificate program may be modified by following the same approval sequence as the original proposal.

- V. A certificate program may be terminated by sending a memo from the department chair, program director, or dean to the Dean of the Faculties, who will officially terminate the program and notify affected offices. Certificate programs will continue to be published in the *General Bulletin* until they are officially terminated.

Florida State University

College of Education

Department of

Educational Psychology & Learning Systems

Attests that

I. Earnest Student

*Having successfully completed the requirements
Is hereby awarded the certificate of*

SAMPLE

Human Performance Technology

This ____ day of _____, 2004



Dean, College of Education

Coordinator, HPT Certificate Program