

GUIDELINES FOR NEW CERTIFICATE PROGRAM PROPOSALS

The guidelines below apply to the creation of new certificate programs. New certificate programs require approval by the Graduate Executive Council, Dean of the Graduate School, the Provost, and the Board of Trustees.

The Graduate Executive Council must approve any significant modification of an existing Certificate Program.

Proposals for new certificate programs must accomplish the following:

- A. Briefly but thoroughly justify the new program. What are the goals of the program? Will the certificate meet an identifiable need in graduate education? How will it enhance graduate education at Emory? For whom is the program intended (e.g. PhD students in the humanities and social sciences, MPH students interested in Africa, MBA students interested in cognition, etc.)? How will the program enhance interdisciplinary research, scholarship, or creative activity at Emory?
- B. Describe in detail the elements of the program. The description should include the following:
 - ▶ Eligibility criteria for admission, if any. Programs may put reasonable restrictions on the students who may work toward a certificate.
 - ▶ Course requirements for the certificate. Certificates must require at least 16 hours of coursework.
 - ▶ The list of courses that will count toward the certificate. If the certificate program will permit ad hoc additions to the list of eligible courses (e.g. special topics courses offered by visiting faculty), how will they be selected and monitored?
 - ▶ Certificates must have some requirements, in addition to the minimum credit hours, that make the course of study systematic and cohesive. This may take the form of required core courses, exam, project, or practicum. Describe these additional requirements.
 - ▶ A description of the advising procedures to be used for certificate students.
- C. Provide informational and promotional materials for the program. This should include:
 - ▶ A general description of the proposed certificate program to be posted on the Graduate School website. (Certificate Programs may wish to design additional web pages of their own, but such material need not be included in the proposal to the Executive Council.)
 - ▶ A concise and complete statement of the program requirements and regulations to be made available to current and prospective students.
- D. A description of the administrative structure of the certificate program. Certificate programs must have a Director who is responsible for oversight of student admissions, student advising, and certification that students have completed the certificate requirements. Certificate programs, especially those not closely associated with existing graduate programs, must also have faculty steering committees or other academic administrative structures to ensure processes for program management, policy and decision-making.
- E. Precisely identify any costs associated with the certificate program. How will these costs be funded?
- F. Describe how the proposed certificate program will relate to graduate programs at Emory, including other certificate programs. If several graduate programs are affected, how have they contributed to development of the program? Where the certificate requirements include required courses, exams, a thesis, or other substantial faculty support, letters of support from appropriate program administrators should be provided.
- G. Document that there are sufficient annual elective offerings to allow students to complete the certificate requirements in a timely manner. Faculty who teach these courses and their department chairs must verify that these courses will continue to be offered on a regular basis.
- H. If the certificate program permits students from other University units (e.g., professional schools), document agreement of graduate faculty to include non-Graduate School students in the doctoral level courses.
- I. If the Certificate requirements include specific, required courses, provide a five year plan for teaching the required courses. Where instructors of required courses anticipate leave during the five year period, indicate replacement faculty who will teach.
- J. Describe the annual program evaluation mechanism.