

## **GUIDELINES FOR CERTIFICATE PROGRAM REVIEW AND RENEWAL**

Certificate programs often represent emerging areas of scholarship. They depend on a critical mass of faculty with similar teaching and research interests. To ensure that certificate programs remain robust and well supported, certificate programs must be reviewed and renewed through the Graduate School and the Executive Council and the Dean of the Graduate School.

Once every five years, or at the request of the Dean or the Executive Council of the Graduate School, the Certificate Program Director will submit a report that provides the following:

- A. Names and programs of all the students who have completed the certificate program. Note term and year of each student's enrollment, program completion, and candidacy. If the student has graduated, list the student's year of graduation and current position.
- B. Names and programs of students currently in the certificate program. Note term and year of each student's enrollment in the program, candidacy status and current year in the Graduate School.
- C. An exit survey or similar evaluation from students who have completed the program.
- D. Application and acceptance data. What criteria were used to evaluate student admission? Provide summary data on these criteria. For students who were, or are, enrolled in Graduate School doctoral programs, provide the title of their dissertation (or project, if not in candidacy) and a list of their committee members (or advisor, if not in candidacy).
- E. An assessment of the program requirements. Have they met the need as originally envisioned? Do the courses and other requirements provide a useful and satisfactory educational experience for the graduate students?
- F. An assessment of course and faculty availability. Have sufficient elective and required courses been offered to meet the student needs? Over the next five years, will staffing levels continue to be sufficient?
- G. Recommendations for the future of the certificate program. Should the program be continued? What, if any, changes are necessary to enhance its viability and vitality?