

Coversheet for Proposal for a New Academic Program or Research Endeavor

Entity

- New Academic Program
- New Research Endeavor
- New Academic Center or Institute
- Bachelor's
- Master's
- Doctoral
- Post-Baccalaureate Certificate
- Certificate of Graduate Study ([Requirements](#))
- CE Academic Certificate
- UG Certificate ([Standards UG Certificates](#))
- Academic minor ([Standards for Minors](#))
- Concentration
- Other: _____

Academic credential to be awarded: _____

Exact name of degree: _____

- Untagged degree (e.g. Bachelor of Science)
- Tagged degree (e.g. Bachelor of Science in Electrical Engineering)

Granting College/School: _____

Sponsoring department or academic unit: _____

Contact Person: _____

For degree programs, please indicate the minimum GPA required for graduation: _____

Please check all that apply regarding the following aspects of the program that may impact students' financial aid and/or institutional compliance with federal regulations. Elaborate as appropriate in the body of the proposal.

Location/Travel

- ≥50% of credits earned at off-site location
- substantial clinical/practicum travel

External Collaborations

- Degree offered jointly with another institution
- Required travel component

Delivery Method

- Standard delivery only
- Online delivery only
- Hybrid delivery (mix of standard and online)

Calendar (choose one)

- Main campus calendar
- College of Medicine calendar

Academic Credit

- All courses comply with credit hour definition ([Credit Hour Definition](#))

Variable Tuition¹

- Online program with differential tuition rate
- Residential program with differential tuition rate

¹ A request for differential tuition may be submitted when the program has been approved by the Curricular Affairs Committee. This will allow approval of the differential tuition concurrent with the Board of Trustees approval (if approved). The process and guidelines for requesting differential tuition can be found at [Variable Tuition Request](#)

Standards for Undergraduate Certificate Programs at UVM

Description

Undergraduate Certificate Programs are a credentialed course of study focused on a particular topic germane to the mission and vision of the University of Vermont. These programs are for matriculated undergraduate students only, and constitute a category of certificate programs distinct from Post-Baccalaureate Certificates (including Certificates of Graduate Study), Continuing Education Academic Certificates, and Continuing Education Professional Certificates.

A distinguishing feature of Undergraduate Certificate programs is a capstone or other mentored learning experience that integrates knowledge and skills from prior coursework and in which students learn through innovation, creativity and reflection. Academic units have the freedom to design specific curricula for Undergraduate Certificates, but those curricula must conform to the minimum requirements set forth in this document.

Purposes

The purposes of undergraduate certificates are:

1. To broaden and enrich learning and life skills opportunities for undergraduate students without impeding the students' ability to complete their degree requirements in a timely manner.
2. To engage students in substantive learning experiences to which they would otherwise not be exposed.
3. To expand experiential and interdisciplinary learning options at the University of Vermont.
4. To promote integrative learning and offer students the opportunity to gain additional exposure to areas of particular interest.

General Guidelines

1. Undergraduate certificate programs should offer a unique learning experience that does not largely replicate or compete with existing academic minors
2. Each undergraduate certificate program is established and administered by one or more sponsoring academic units which will be responsible for maintaining program quality.
3. Undergraduate certificate programs must have a clearly stated mission, program goals, learning objectives and desired student outcomes. The curriculum is scaffolded in such a

way as to foster developmental growth of the student over the course of the certificate program.

4. Undergraduate certificates comprise a minimum of 12 credits of academic core courses, at least six of which must be at the 100-level or higher, plus a significant credit-bearing integrative learning component.
5. The vehicles for integrative learning may include, but are not limited to, credited academic internships, service-learning courses, teaching, research, reflective essays, case studies or creative projects.
6. Prerequisite coursework may be required for enrollment in an undergraduate certificate program.
7. Special topics courses may be included in undergraduate certificate programs, although they must be reviewed for permanent status after three offerings in separate semesters, consistent with academic policies.
8. Undergraduate certificates are not to be required for any degree program.
9. No more than 50% of the total credits in the certificate program may be transfer credits.
10. Students enrolled in an undergraduate certificate program must maintain a minimum grade point average (GPA) and other performance standards as specified by the sponsoring academic unit(s).
11. Successful completion of an undergraduate certificate will be recorded in the student's official transcript. Unsuccessful completion of an undergraduate certificate will not prevent a student from graduating and will not be recorded in the transcript.
12. Each undergraduate certificate program will be included in the appropriate cluster of programs in the APR schedule.
13. The Curricular Affairs Committee of the Faculty Senate shall review proposed undergraduate certificate programs with respect to these standards and criteria.

Operational Principles

1. **Proposal Development and Approval:** The sponsoring unit (Department, School or College) will prepare a proposal following the format described below. As with any new or substantially modified academic program, Undergraduate Certificate programs must

undergo the established review and approval processes at the department, college, Faculty Senate and University levels, including the Board of Trustees.

2. **Application and Admission to Undergraduate Certificate Programs:** Admissions will be handled by the sponsoring unit(s). Students must apply to the sponsoring unit(s) by the date specified using a standard application form endorsed by the Curricular Affairs Committee. The sponsoring unit(s) will notify the student and the home unit (the college or school of the student's major) of acceptance or rejection.
3. **Catalog Description:** Undergraduate certificate programs will be described in detail in the UVM Catalog.
4. **Enrollment Limitations:** Because of enrollment limitations, some undergraduate certificate programs may not be accessible to all students.
5. **Commitment:** Sponsoring units will make a good faith effort to make curricular components available on a regular basis so that students can complete their undergraduate certificate programs in a timely manner.
6. **Advising:** The sponsoring unit(s) will develop and maintain an effective system of advising for all students enrolled in its undergraduate certificate programs.
7. **Certification and Student Records:** The student's home unit shall certify completion of the undergraduate certificate. The sponsoring unit is the only body authorized to make course substitutions for satisfying the certificate requirements and shall notify the student's home unit in writing regarding any substitutions. The student's major advisor is not authorized to make course substitutions in certificate requirements. As with all credentialed academic programs, undergraduate certificates will be indicated as such in students' transcripts.
8. **Alteration of Undergraduate Certificate Programs:** Alterations to undergraduate certificate programs made by its sponsor and which meet or exceed the noted criteria must be submitted for review by the Curricular Affairs Committee as described in *Format for Proposals for Revision of an Academic, Scholarly, or Service Endeavor* (formerly known as Appendix B).

Proposal Format for a New Undergraduate Certificate Program

- I. Title of the Undergraduate Certificate, participating faculty, responsible academic unit(s), and description of the academic certificate program as it would appear in the University Catalog.
- II. Rationale for the Undergraduate Certificate Program
 - A. Philosophic Goals Statement
 - B. General and Specific Objectives
- III. Description of coursework required for the Certificate, including prerequisite courses and a detailed description of the integrative learning component(s).
- IV. Relationship of this undergraduate certificate program to the current mission and long-range plans of:
 - A. Participating departments, schools and colleges, and co-curricular units
 - B. The University
- V. Relationship to minors and undergraduate certificates offered currently
- VI. Indicate any other minors and undergraduate certificate programs that are similar in title or content and illustrate how they may overlap or differ.
- VII. Evidence of communication with academic units likely to be involved or affected by the undergraduate certificate program. Indicate the effect (cost, enrollments, etc.) the undergraduate certificate will have on other academic units.
- VIII. If the proposed undergraduate certificate is to be jointly sponsored by more than one academic unit, indicate how the program responsibilities are to be shared across the units with regard to academic advising, course offerings, administration of course substitutions, integrative project supervision, etc.
- IX. Explain the anticipated effect of the undergraduate certificate on enrollments. List required new courses or description of changes to existing courses.
- X. Resources
 - A. Faculty: anticipated appointments;
 - B. Describe how facility and technology needs will be met;
 - C. Library support:
 1. Library resources presently available to support the undergraduate certificate;
 2. Additional demands with estimate of dollar cost for additions.
- XI. Cost estimates:
 - A. First year costs in addition to current budget;
 - B. Total costs for first five years in addition to current budget.
- XII. Schedule: Proposed starting date
- XIII. The sponsoring unit will create a web page containing the following information about the certificate:
 - A. The coursework required for completion of the certificate.
 - B. A complete list of prerequisites needed to take the courses required for the certificate.
 - C. A description of integrative learning components.
 - D. A list of majors with which this certificate is not acceptable due to overlap with that major.
 - E. Eligibility restrictions, if any.

XIII. Endorsements:

- A. Department(s) of undergraduate certificate;
- B. School or College curriculum committee(s);
- C. School or College dean(s).

Abstract

A brief abstract must accompany the proposal, including - but not limited to - essential information from sections I, II, and III of the certificate proposal.

The Chair of the Curricular Affairs Committee will e-mail the abstract of the proposal to all Faculty, Department Heads/Chairpersons, Academic Deans and the presidents of the Student Government Association and Graduate Student Senate.

The e-mail will indicate that the complete proposal is available at the Senate Office or on the Faculty Senate website. Comments are requested within 30 calendar days.

Last revised: February 11, 2015