# REQUEST FOR ADDING, CHANGING, SUSPENDING OR DROPPING A
# **CERTIFICATE**

Department/School _____  Date _____

Name of Curriculum/Major _____  Degree _____

==ATTACH RESPONSE or LETTER OF SUPPORT from any departments/schools affected [i.e. any department/school whose course(s) are to be added/dropped or any programs that seem duplicative.]==

## ACTION (check appropriate box):

( ) **ADDING**: The entire new *General Catalog* certificate description and expanded certificate outline must be typed on plain sheets and attached to Form G. **Attach the Board of Regents Certificate Proposal to this form as well.**

( ) **CHANGING**: Regardless of whether the entire certificate is to be changed or only parts, the present and proposed *General Catalog* certificate description should be attached on separate pages. On the *Present* certificate description, use ~~strikeout~~ to identify deletions and on the *Proposed* certificate description, ==highlight== areas to identify additions. Additionally, include the expanded certificate outline found in the departmental handbook and attach on separate pages.

( ) **SUSPENDING:** Provide a formal memo and an adequate explanation for suspending the certificate on plain sheets and attach.

( ) **DROPPING**: Provide a formal memo and an adequate explanation for dropping the certificate on plain sheets and attach.

## CERTIFICATE

| PRESENT | | PROPOSED | |
|---------|---|----------|---|
| Total semester hours in current certificate: | | Total semester hours in proposed certificate: | |

### Proposal Routing Procedure in accordance with *PS-45*

**Submit proposals to the Graduate Council via Ashley Collins (graduatecouncil@lsu.edu). All approved proposals will be forwarded to the next appropriate level in the routing process. See guidelines on Academic Affairs website.**

Departmental C&C Committee → College C&C Committee → Graduate Council → Faculty Senate C&C Committee → Office of Academic Affairs → Board of Supervisors → Board of Regents

**Departmental C&C Approval Date** _____

**Graduate Council Approval Date** _____

**Departmental Chair Signature**          **(DATE)**

**Graduate Dean Signature**          **(DATE)**

**College C&C Approval Date** _____

**College Dean Signature**          **(DATE)**

==Dates of all committee approvals must be recorded. The committees will not consider curricular proposals that have not been approved by the previous departmental/college/Grad Council curriculum committees==

**FSC&C Chair Approval**          **(DATE)**

**Office of Academic Affairs Approval**          **(DATE)**

Review the [Guidelines for New Certificates](#) on the Office of Academic Affairs website and consult the Courses & Curricula Committee, the Office of Institutional Effectiveness, and/or the Graduate School in the developmental stage to help minimize delays at later stages of the process.

The proposal will be delayed if the form is not filled out in its entirety. This includes the justification, *General Catalog* certificate description, the expanded certificate outline, the assessment plan, and the Board of Regents proposal, if applicable. Letters of support from affected units are also required.

Attach justification for all actions: Use separate sheet. If the justification is deemed insufficient, it will cause a delay in the approval process for the proposal. The justification should provide evidence that the new program does any of the following:
- **Contributes to the economic development of the State**
- **Relates to current/evolving needs of the region, State, and/or University**
- **Has a significant student demand**
- **Provides training for  in-demand occupations**

Not all programs will be approved; however, the items above are points to consider for success going forward.

**\*\*New programs are required to complete Board of Regents' progress reports on a routine basis to ascertain whether or not these programs are successful; therefore, it is crucial to have evidence that this program is needed. Progress reports indicating a lack of success could cause a program to be terminated.\*\***

The *GENERAL CATALOG* certificate description is what will be used in the *General Catalog*. It is important to include as much information as the unit would like to convey to the student, including not only the course outline but explanatory information regarding the program.

The expanded certificate outline is what will be used in the departmental handbook, providing additional information not included in the *General Catalog* description. **This must be attached to the proposal.** The Committees will not base their approval of the requested action on this expanded outline but will make suggestions if needed.

The department should consider the length of time necessary to obtain final approval of a program. If the certificate is to be added, dropped, or has a change in title, as long as 18 months may be required before the action can be implemented due to the length of time it takes for Board of Supervisors and Board of Regents approval. Changes to certificates generally take effect with the publication of the next *General Catalog.*

When designing the certificate layout, be sure that prerequisites of courses fall in natural progression and that courses are offered in regular intervals, i.e. fall, spring, summer.

Include the market demand for this certificate, how you identified this demand (e.g. using a survey, informal discussions with community), and how you will market this program to prospective students. The Office of Strategic Communications and the Graduate School can offer consultations on marketing for your specific program.

Submit the **Board of Regents form** found on the BOR website along with **this Form G**, a separate **justification that explains the need for the program (which can be copied and pasted from the BOR form)**, the *General Catalog* **certificate description,** and **an expanded certificate outline**.

**In addition, submit an Assessment Plan that:**
1. Provides specific student learning outcomes for the program. Student learning outcomes statements should clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire at the completion of the program.
2. Describes how the student learning outcomes for the program will be assessed.

**If terminating or changing the title of the certificate:**

Submit **a formal memo** that justifies the request along with **this Form G**. No need to provide a *General Catalog* certificate description or expanded certificate outline.

**If changing a certificate:**

Regardless of whether the entire certificate is to be changed or only parts, submit **this Form G** including the present and proposed *General Catalog* **certificate description** attached on separate pages. On the PRESENT description, use ~~strikeout~~ to identify deletions and on the PROPOSED description, highlight areas to identify additions. Indicate the present and proposed total semester hours. Departments must give an adequate **justification** of the requested changes on a separate sheet. Additionally, on a separate page, submit the **expanded certificate outline** copied and pasted from the departmental handbook.

**If suspending a certificate:**

Submit **this Form G** along with a brief **justification**. When a certificate is dropped or suspended, students already in the program are allowed to finish their program. However, no new students will be admitted. When requesting reactivation of a suspended certificate, departments should submit a new Form G. Indicate on the form that a suspended certificate is to be reactivated. If a significant amount of time has passed, departments should check the current *General Catalog* to ensure that the program meets all current requirements and that no required courses have been dropped.

**The total number of credit hours for a certificate can range from 12-18. At least one-half of the minimum required coursework in the student's certificate program must be in courses at or above the 7000-level. Thesis or dissertation hours do not count as part of the total. Completion must come within three years of admission unless a petition for extension is approved.**

**The use of credit earned towards a certificate may be applied to a master's or doctoral degree but only with the explicit approval of the department offering the degree.**

The outline below details the department's proposal to delete the required course, XXX 4700, in the present outline and replace it with XXX 7214 in the proposed outline. In this particular case, no changes in the total credit hours are needed.

| PRESENT | PROPOSED |
|---|---|
| XXXX Graduate Certificate Program at LSU | XXXX Graduate Certificate Program at LSU |

The Graduate Certificate in XXXX is a 12 credit hour stand-alone certificate with courses offered in the Department of XXXX, College of XXXX, Department of XXXX, Department of XXXX, and Department of XXXX. Students must complete at least one method, theory, and applied topics course, for a combined total of 12 credit hours (though some courses may be listed under more than one category, they may only be used to fill one requirement). Elective courses allow students to choose a focus within the certificate. For example, a returning professional with an interest in XXXX studies could take XXXX and XXXX as electives. Each department will offer at least one elective course per semester. The course breakdown is as follows (3 credit hours for each):

Theory (3-6 hours)
XXXX 4041
~~XXXX 4700~~
XXX 4013
XXXX 4044
XXXX 4045
XXXX 7320*
XXXX 7047
XX 4102* (Note: also listed under "Method")

Method (3-6 hours)
XXXX 4047
XXXX 4048
XXXX 7973*
XX 4102*
XX 7102*

Application (3-6 hours)
XXX 4356*
XXX 7443*
XXXX 4149
XXXX 4900*
XXXX 4020
XXXX 4046
XXXX 7945*
XX 7103
XX 4504
 [*course requires a pre-requisite or instructor approval]

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