

UNIVERSITY OF WASHINGTON

The Graduate School

Guidelines for Graduate Certificate Program Proposals *Use this for submissions: January 2017 through September 2017*

A graduate certificate program is a linked series of graduate courses that constitute a coherent body of study. It is designed to enhance the education of matriculated graduate and professional students beyond the requirements for a graduate degree, or to provide continuing education to graduate non-matriculated (GNM) students.

A proposal to offer a new Graduate Certificate program must include the items below. Prior to submission the proposal must be reviewed and approved by program faculty and be endorsed by the head of the academic unit offering the program (Chair, Director, or Dean). UW Bothell proposals also require endorsement by the Chancellor/Vice Chancellor.

Contact the Office of Academic Affairs and Planning in the Graduate School (gsacad@uw.edu) with any questions you may have about the guidelines.

Cover Sheet

Include the cover sheet available on the [Academic Affairs & Planning website](#) for draft and final submission. Signatures required for final submission only.

Overview

Provide a summary description of the proposed new graduate certificate program, including the rationale for the program and the name of the program as it should appear on the student transcript. Identify the certificate program's administrative location and indicate the desired timeline for implementation.

Relationship to Institutional Role, Mission, and Academic Unit Priorities

Describe how the proposed graduate certificate program reflects the educational mission of the University of Washington and how it supports the unit's academic priorities and resources commitments.

Documentation of Need for Graduate Certificate Program

Briefly describe how the proposed program responds to current trends in the field, including available data that demonstrates student and employer demand.

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Budget

Provide a comprehensive budget for the program that includes required resources for administrative and staff support. Include an estimate of new funding required for the program and current or potential funding sources.

Students

Describe the student population to be served. Indicate the projected enrollment for the first five years. In addition, the proposal should describe the plan to advertise and recruit students to the program, including traditionally underrepresented minority students. Provide information on any student financial support made available by the program.

Curriculum

A graduate certificate program must consist of a linked series of credit-bearing graduate courses. Requirements for a graduate certificate program include a minimum of **fifteen** student credit hours, **nine** of which must be earned in courses numbered 500 and above. **Nine** student credit hours must be earned in graded courses. Indicate the total credit requirements for the graduate certificate program, provide a list of the required courses and a brief description of each, and articulate how the curriculum is structured to provide a coherent course of study and culminates in a capstone or equivalent unifying experience. Describe whether the certificate program will be developed from existing courses or if new courses will be developed. Describe the relationship of the program to the academic unit's existing graduate programs and whether there is potential overlap of the certificate program with the degree program.

Certificate programs must not be composed of a subset of courses required for a student's graduate degree. The overlap of coursework applied toward both a certificate program and a graduate degree program **must not exceed 6 credits and is limited to elective coursework in each program.**

Student Learning Outcomes

Briefly describe expected student learning outcomes and how they will be measured.

Governance and Faculty Involvement

The faculty overseeing the certificate program defines the target audiences, admissions standards, the curriculum, and on an ongoing basis, monitors the progress and quality of the program. Where appropriate, an advisory board consisting of faculty from the University and representatives of the professional community may provide input to the faculty offering the program.

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Describe the administrative oversight of the graduate certificate program, **including** the faculty director and any faculty committees overseeing the program in addition to the general faculty of the unit. Clearly articulate the function, expectations, and appointment policies for the certificate program director, core faculty group, and any faculty committees that will oversee the certificate program. As with all graduate programs, faculty closely involved in the program must be members of the Graduate Faculty.

Admission Process, Student Tracking, and Granting Certificates

Describe the admissions process through which participants identify themselves as certificate students before fulfilling the requirements of the program. The admissions policy should encourage students to apply to the program prior to beginning the certificate coursework. This will ensure that students have an appropriate background to profit from the program and to participate in the capstone project. In some circumstances, and at the discretion of the program, students may be admitted to the certificate program after beginning certificate coursework. In every case, students must apply and be admitted to the program prior to completing the capstone or unifying experience.

Describe who will manage admissions, track student progress, and submit the request to Graduate Enrollment Management Services in the Graduate School for granting of the certificate.

Students may complete more than one graduate certificate program. However, no more than 6 credits may overlap between certificate programs, and those credits must be electives in each program. Transfer credits cannot be applied towards certificate requirements.

Admission Standards

Describe the minimum admission standards. These must be designed to reflect the knowledge and skills needed for student success in the program. Graduate, professional, or graduate non-matriculated student status is required for admission to graduate certificate programs. Graduate non-matriculated students must meet minimum requirements for admission to the Graduate School.

Grading/Assessment and Minimum Standards

Each participant will be assessed in each course by standards approved by the appropriate academic units. Describe any grading criteria unique to the program, as well as specific expectations for the successful completion of ungraded activities required for the program (e.g., submission of a portfolio, poster presentation).

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Successful completion of a Graduate Certificate Program requires a minimum cumulative GPA of 3.0 for courses required for the Certificate and a grade of 2.7 or higher for each course counted toward the certificate. State any standards in excess of these minimums.

Each course in a graduate certificate program should be evaluated periodically by students and peers to ensure the high quality of the program. Describe the evaluation and feedback process used to assure course and program quality. For courses not dedicated to the certificate program, describe how the program will assure the course content remains appropriate to the program.

Transcripts

Students' coursework and grades will be recorded on their UW transcripts. Upon completion of a graduate certificate program the title of the graduate certificate will be recorded on the transcript.

State the requested transcript title for the graduate certificate (60 characters maximum, including spaces).