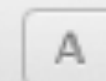


Inclusion of Certificate Programs in the Approval/Review Process for Provisional and Permanent Academic Programs

Options:

1. Permanent status on approval with no review
2. Uniform treatment of all programs.
Inclusion requires new text in the official Approval Process guidelines and the Faculty Senate Academic Approval form.



Approval Process for Provisional and Permanent Academic Programs

- A. [Overview](#)
- B. [Process](#)
- C. [Proposal Outline](#)
- D. [Instructions for Provisional Approval of New Programs/Majors and Approval for Minors](#)
- E. [Instructions for Permanent Approval of New Programs/Majors](#)
- F. [Timeline for Permanent Status Program Review \(PSPR\)](#)
- G. [Instructions for Disestablishment of Programs/Majors and Minors](#)
- H. [Instructions for Curriculum Revision](#)
- I. Appendices
 - I. [Sample resolutions](#) for Faculty Senate Agenda
 - II. [Flow Chart for curriculum revisions](#)
 - III. [Flow Chart for provisional and permanent approval of programs/majors](#)
 - IV. [Flow Chart for disestablishment of programs/majors](#)
 - V. [Academic Program Approval Checklist](#) Form

A. OVERVIEW

These guidelines were developed to address the submission process for four different types of changes in academic programs: provisional approval of new programs; permanent approval of provisional programs; disestablishment of programs; and curriculum revision.

Degree programs may include a single major or a set of majors. **Certificate programs supplement degree programs with focused departmental course concentrations.**

Each major **or certificate** has a curriculum, which consists of an approved course of study that is detailed in the Undergraduate and Graduate Catalog. Those proposing new programs should carefully consider the University of Delaware Academic Priorities as well as resource implications of the new program. Those considering a new major should carefully analyze how that major relates to the degree program to which it belongs and how the proposed major would compare to similar majors at comparable institutions. To be considered for approval, proposals must include all curricular information in the standard presentation format used in the Undergraduate and Graduate Catalog.

B. PROCESS

The process of approving or disestablishing programs and majors begins within an academic unit, proceeds through the college level, is reviewed at the university level by one or more University Faculty Senate committees, goes to the University Faculty Senate for approval as an item of business, and goes to the Board of Trustees for final approval. Curriculum revisions and the approval of new minors within existing programs follow the same course but do not need the approval of the Board of Trustees. Curriculum revisions and minors are called to the attention of the University Faculty Senate as announcements for challenge in the agenda. Open hearings organized by the Faculty Senate Coordinating Committee on Education may be required to precede Faculty Senate action on provisional and/or permanent approval of programs and/or majors and on disestablishment of departments, programs and/or majors. Senate committees may call for additional documentation for hearings.

Programs and/or majors seeking permanent approval also require a review before consideration at the college and university levels. The review will generally follow the procedures described in Section F (Timeline for Permanent Status Program Review). The Office of the Provost and Faculty Senate Office will inform provisionally approved programs and/or majors when the process for permanent approval should be initiated (usually after five provisional years for undergraduate and masters programs and seven provisional years for doctoral programs).

B. PROCESS

The process of approving or disestablishing programs and majors begins within an academic unit, proceeds through the college level, is reviewed at the university level by one or more University Faculty Senate committees, goes to the University Faculty Senate for approval as an item of business, and goes to the Board of Trustees for

Option A: Certificate programs, comprised of a specialized collection of existing curricula, are considered permanent on approval. Disestablishment of these programs follows the same procedures outlined in section G of this document.

Option B: Graduate certificate programs, like all other instructional programs, will go through regular program review. The academic department most responsible for the program will be informed when the process for permanent approval should be initiated.

the procedures described in Section F (Timeline for Permanent Status Program Review). The Office of the Provost and Faculty Senate Office will inform provisionally approved programs and/or majors when the process for permanent approval should be initiated (usually after five provisional years for undergraduate and masters programs and seven provisional years for doctoral programs).

C. PROPOSAL OUTLINE

The outline below indicates the types of information necessary. Because changes vary from minor modifications to completely new programs, the outline serves only to guide the unit in deciding what information to provide. All proposals should follow the sequence of the outline, using its items as topical paragraph headings and sub-headings. Complete all components which are affected by the request.

Please supply all of the following in the proposal forwarded to the Faculty Senate Office:

Academic Program Approval Form

Resolution for the Faculty Senate Agenda (if a resolution is required)

Curriculum listing in the proper format for the Undergraduate and Graduate Catalog, including fulfillment of University, college and departmental requirements.

Detailed proposal (includes the headings listed below and the sub-heading in the following outline: Description; Rationale and Demand; Enrollments, Admissions, and Financial Aid; Curriculum Specifics; Resources Available; Resources Support; Implementation and Evaluation.

Appendices (as appropriate): Accreditation Criteria; Letters of Collaborative Agreement; Transfer/Retention Policy; Letters of Approval from Contributing or Affected Departments; Other Pertinent Documents.

Provisional and permanent approvals of all new programs and/or majors are listed in the agenda of the Faculty Senate as an item for discussion. Representatives of the proposing group must be present to help answer detailed questions that may arise during the discussion.

Proposals should be organized according to the following outline. Topical paragraph headings and sub-headings should be used. Complete all components.

I. DESCRIPTION

II. RATIONALE AND DEMAND

III. ENROLLMENT, ADMISSIONS AND FINANCIAL AID

IV. CURRICULUM SPECIFICS

V. RESOURCES AVAILABLE

VI. RESOURCES REQUIRED

VII. IMPLEMENTATION AND EVALUATION

VIII. APPENDICES

C. PROPOSAL OUTLINE

The outline below indicates the types of information necessary. Because changes vary from minor modifications to completely new programs, the outline serves only to guide the unit in deciding what information to provide. All proposals should follow the sequence of the outline, using its items as topical paragraph headings and sub-headings. Complete all components which are affected by the request.

Please supply all of the following in the proposal forwarded to the Faculty Senate Office:

Academic Program Approval Form

Resolution for the Faculty Senate Agenda (if a resolution is required)

Curriculum listing in the proper format for the Undergraduate and Graduate

Catalog, including fulfillment of University, college and departmental requirements.

I. Certificate Purpose

II. Certificate Standards/Guidelines

III. Admission Policies

IV. Academic Requirements

V. Certificate Requirements

VI. Forms for Financial Aid Certification

proposing group must be present to help answer detailed questions that may arise during the discussion.

Proposals should be organized according to the following outline. Topical paragraph headings and sub-headings should be used. Complete all components.

I. DESCRIPTION

II. RATIONALE AND DEMAND

III. ENROLLMENT, ADMISSIONS AND FINANCIAL AID

IV. CURRICULUM SPECIFICS

V. RESOURCES AVAILABLE

VI. RESOURCES REQUIRED

VII. IMPLEMENTATION AND EVALUATION

VIII. APPENDICES

D. INSTRUCTIONS FOR PROVISIONAL APPROVAL OF NEW PROGRAMS/MAJORS
AND APPROVAL FOR MINORS

E. INSTRUCTIONS FOR PERMANENT APPROVAL OF NEW PROGRAMS/MAJORS

F. TIMELINE FOR PERMANENT STATUS PROGRAM REVIEW (PSPR)

G. INSTRUCTIONS FOR DISESTABLISHMENT OF PROGRAMS/MAJORS AND MINORS

H. INSTRUCTIONS FOR CURRICULUM REVISIONS

Obtain a blank Academic Program Approval form from the Appendix or your college dean's office or the Faculty Senate Office.

Specify: A) if this revision is of an existing major or minor, B) the title of the major or minor, C) the corresponding major or minor code (a list of codes is found in the current catalog), D) if this revision is an addition or deletion of required courses, credit hours; if a concentration is to be added, including its corresponding title; or if a concentration is to be deleted and include its corresponding title.

Attach a photocopy of the requirements for the major/minor to be revised as they are found in the current Undergraduate and Graduate Catalog. Indicate what changes are being requested. This can be done by marking the photocopy of the current requirements or by providing a listing of the new requirements in the standard form as found in the Undergraduate and Graduate Catalog. Prepare a brief proposal referring to relevant items in the proposal outline in Section C. Complete

CERTIFICATE PROGRAM GUIDELINES SEPARATED FROM DEGREE PROGRAMS

I. Certificate Purposes

Graduate Certificate programs should be organized in order to meet one or more of the following education needs:

Provide specialized professional training in a comparatively brief time frame,

Provide professional training that leads to licensure by an outside agency

Provide a curricula that is more applied knowledge rather than research based, and/or

Provide a curricula that complements a particular graduate program.

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: _____ phone number _____

Department: _____ email address _____

Date: _____

Action: _____

(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term _____

(use format 04F, 05W)

Current degree _____

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: _____

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name: _____

Proposed new name for revised or new major / minor / concentration / academic unit
(if applicable)

Revising or Deleting:

Undergraduate major / Concentration: _____

(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: _____

(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: _____

(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: _____

(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: _____

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter "None")

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson _____ Date _____

Dean of College _____ Date _____

Tasks to complete if we propose including certificates programs in the approval process

- I. Resolution for changes to the official Approval Process guidelines document
- II. Resolution for changes to the Faculty Senate Academic Program Approval form.
- III. New guidelines for preparation of the supporting documentation for certificate programs