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| --- | --- |
|  | Graduate certificate proposal |

This form is for the creation of a new graduate certificate at NC State University; it is meant to be filled by faculty in the academic unit(s) to be associated with the certificate. As a first step in the process, please, contact [grad-curriculum@ncsu.edu](mailto:grad-curriculum@ncsu.edu) to receive additional guidance and information on routing and the approval process. The form must be submitted to the above email address along with this [routing form](https://grad.ncsu.edu/wp-content/uploads/2019/04/On-Campus-Routing-Form_OtherProgActionstoSO_190411.doc).

|  |  |
| --- | --- |
| Certificate title | Enter title |
| Classification of Instructional Programs (CIP) Discipline # | Enter CIP code  Please ensure that you select the appropriate 6 digit CIP code for your certificate program. Please consult this website for more information about CIP codes:<https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55> |
| Type | On-campus:  Distance:  On-campus & Distance: |
| Personnel  The director of the program must have graduate faculty status | Director of the certificate program: Enter name  Program coordinator: Enter name |
| Academic units | College(s): Enter name(s)  Unit(s)/program: Enter name(s) |
| Proposed effective date | Enter date |

## Catalog description (suggested length: no more than 150 words)

Give a short description of the proposed certificate.

Enter description

## Admission requirements (suggested length: no more than 150 words)

Outline the admission requirements, as established by the department/program.

Enter requirements

## Enrollment projections

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On-campus | Year 1 | Year 2 | Year 3 | Year 4 |
| Continuing | Enter # | Enter # | Enter # | Enter # |
| New | Enter # | Enter # | Enter # | Enter # |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Distance | Year 1 | Year 2 | Year 3 | Year 4 |
| Continuing | Enter # | Enter # | Enter # | Enter # |
| New | Enter # | Enter # | Enter # | Enter # |

## Objectives (suggested length: no more than 500 words)

Describe the educational objectives of the certificate.

Enter objectives

## Curriculum (suggested length: no more than 500 words)

Describe the requirements for the graduate certificate. If the curriculum includes proposed new courses, the department/program must submit [course actions](https://grad.ncsu.edu/faculty-and-staff/program-development/cim/) to create those new courses.

Enter curriculum

## Participants

If the Graduate Certificate Program uses a unique group of faculty participants, a list of such faculty program participants and a method for identification of future faculty should be included with the proposal. The list of current faculty will be approved at the College and Graduate School level.

|  |  |
| --- | --- |
| Enter participant name | Enter participant name |
| Enter participant name | Enter participant name |
| Enter participant name | Enter participant name |
| Enter participant name | Enter participant name |
| Enter participant name | Enter participant name |

## Outcomes (suggested length: no more than 500 words)

Include a list of learning outcomes and an outcome assessment plan.

Enter assessment plan