New graduate certificate approval process

Program Director/Faculty
- Contact Graduate School (gremaud@ncsu.edu)
- Complete Certificate proposal
- Submit proposal and routing form to Department Head(s) or program coordinator(s)
- Notify grad-curriculum@ncsu.edu

Department Head(s)
- Endorse by signing routing form
- Send to College Graduate Committee(s)
- Notify grad-curriculum@ncsu.edu

College Graduate Committee(s)
- Endorse by signing routing form
- Send to College Dean(s)
- Notify grad-curriculum@ncsu.edu

College Dean(s)
- Endorse by signing routing form
- Send to grad-curriculum@ncsu.edu

Graduate School
- Send to DELTA VP (if relevant) for endorsement
- Admin Board of the Graduate recommends
- Notify Graduate Operations Council
- Dean of the Graduate School endorses
- Send to Provost Office

Provost Office
- Send to Substantive Change Review Team for possible SACSCOC notification requirement
- Schedule for Deans Council; lead Dean to present;
- Deans Council endorses
- Chancellor’s Executive Officers recommend
- University Council informed
- Board of Trustees informed
- Executive Vice Chancellor and Provost approves
- Chancellor approves

Remarks
1. The routing may differ for interdisciplinary programs; appropriate routing will be discussed at the initial meeting with the Graduate School.
2. The College Graduate Committees work in ways that differ from college to college. The Administrative Board of the Graduate School meets twice per month. The Graduate Operations Council meets monthly. The Substantive Change Review Team meets monthly; SACSCOC requires to be notified of a substantive change at least 6 months before it is to be implemented. The Deans Council meets twice per month. The University Council meets September, November, January and April. The Board of Trustees meets September, November, February and April. The above process may take over a year.