



**Significant Change to a Certificate Program**

**Catalog Title of Certificate Program:**

**Name and contact information for future correspondence:**

**Academic Unit - School/College:**

CAS      KSB      SOC      SIS      SPA      SPExS      Other:

**Teaching Unit – Department or Program:**

**Date effective:**



<b>Required Signatures</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Teaching Unit Chair or Director</b>			
<b>EPC Chair</b>			
<b>Primary Academic Unit Dean</b>			
<b>Second Academic Unit Dean (if applicable)</b>			
<b>Faculty Senate Chair</b>			
<b>Provost's Designee (VPUG or VPGR)</b>			

**Date sent to the Office of the University Registrar:**



## Significant Change to a Certificate Program

Significant changes include but are not limited to those that affect the overall curriculum of existing programs; or for changes that significantly affect the requirements of existing programs within the teaching unit or in other teaching units.

### Order of Review

After review by the academic unit, prepare the document for circulation and comments.

1. During the circulation and comment period (customarily 10 working days):
  - Send document to other academic units for comment.
  - Post the document for public comment.
  - Respond to comments or make changes to the proposal as appropriate.
2. At the end of the comment period:
  - If no adjustments are needed, the academic unit submits the proposal and compilation of comments and responses to [facultysenate@american.edu](mailto:facultysenate@american.edu).
  - If adjustments are needed, the academic unit rewrites and submits the proposal and compilation of comments and responses to [facultysenate@american.edu](mailto:facultysenate@american.edu).
  - *All comments to the proposal and responses to comments must be compiled into one PDF document and included with the proposal.*
3. The Faculty Senate conducts a formal review of the final proposal:
  - If the Faculty Senate returns the proposal to the unit for revision, every effort must be made to address its recommendations.
  - The Faculty Senate may reject a proposal if it is not satisfied with responses to its recommendations for changes to a proposal.
4. The Faculty Senate Chair submits the Faculty Senate's recommendation to the Office of the Provost.
5. The Provost or Provost Designee makes the final decision.
6. If approved by the Provost, the proposal is forwarded to the Office of the University Registrar via [curriculum\\_services@american.edu](mailto:curriculum_services@american.edu).

## Proposal Template

Copy and paste the questions below into a new Microsoft Word document and address all questions. Please preserve the formatting (including numbering) to facilitate the review process.

- I. Identifying Information
  - a) Academic Unit
  - b) Teaching Unit
  - c) Degree affected
  - d) Proposed effective date
  
- II. Rationale
  - a) Please describe the proposed significant change.
  - b) What is the rationale behind the change?
  - c) Please list all of the courses required for completion of the certificate and indicate whether each course is unchanged, has a minor change, has a significant change, or is a new course. If the course change is minor, please include a clear description of the change. This will serve in lieu of the Minor Change Proposal Template. If the course has a significant change or is a new course, follow the procedures for submitting a proposal for each new or significantly changed course; however, include a description of each course in this document.
  - d) After the change is implemented, will the resulting certificate affect any other certificate now offered by your teaching unit? By other teaching units? By other members of the Consortium of Universities of the Washington Metropolitan Area? Explain.
  - e) After the change is implemented, compare the resulting certificate's requirements to the requirements of similar certificates at other institutions nationally
  - f) Please include statements from the deans of the other academic units if the change affects programs or courses within their units and a statement from the University Librarian if the change affects library resources.
  
- III. Student Interest
  - a) What impact is the proposed change expected to have on student interest?
  
- IV. Resources available to support this program
  - a) Will the proposed change have an impact on the resources needed to support this certificate? If so, explain its impact on:
    - i. Current faculty members (tenure-line and term) who will teach courses in the certificate.
    - ii. Current staff (full-time staff, part-time staff, graduate assistants, etc).
    - iii. Special facilities and/or equipment currently available to the teaching unit in support of this change?
    - iv. Will there be a need for additional space (not currently controlled by the teaching unit) as a result of this change?
  - b) In all of the above cases in part IV, what are the resource plans if the certificate exceeds its projected growth as a result of this change?

- V. Implementation plans
- a) In what year will the changed certificate take effect?
  - b) How will current students be accommodated?
- VI. Enrollment projections
- a) Will the change impact enrollment? If so, provide a five-year estimate of the number of students to be admitted to this certificate each year during the implementation period. Provide separate estimates for full-time and part-time students.
  - b) Will the period of study (in semesters) change for full-time students and part-time students? If so, outline the period of study for each group.
  - c) On the basis of the above, estimate the total number of students who will be actively taking courses in the certificate each year during the first five years.
  - d) What is the timing and sequencing for all required and elective courses. What will be done if enrollments exceed projections?
- VII. Financial considerations.
- Will the proposed change impact the certificate's budget and/or finances? If so:
- a) On the basis of the information provided above, itemize the cost of changing and implementing this certificate.
  - b) How do you plan to obtain the funds required to support the implementation of this certificate?
  - c) What additional income (tuition and other) will this certificate generate as a result of the change?
  - d) Are there long-term financial considerations associated with this change in the certificate? Explain.
- VIII. If applicable, list any new courses or changed courses including a brief description. Note that a New Course Proposal and/or Minor Change to a Course Proposal must be submitted separately for each affected course.
- IX. Catalog Copy
- a) Please attach a description of the proposed certificate as it is to appear in the University Catalog, following the format of the current catalog.