



The Graduate School
600 Lincoln Avenue
Charleston, IL 61920

Graduate Certificate Program Proposal

Part 1: Catalog: Information appearing in this section of the proposal will be published in the Graduate Catalog.

Name of Department or School:

Title of the Certificate Program:

Certificate Program Mission:

State clearly the professional or workforce need that the certificate program is designed to meet. Information on the required background or experience expected should be included if relevant to the mission.

Certificate Admission Requirements:

Standard admission statement: *To be eligible for admission to the certificate program, applicants must meet all of the requirements for admission to the Graduate School (see "Admission to Graduate Degree and Certificate Programs").* Programs submitting proposals should add additional admission requirement following this standard admission statement.

Certificate Study Plan:

~~Standard statement: A certificate study plan must be approved by the Coordinator of Graduate Study and be filed with the Graduate School no later than the 10th day of classes during the candidate's final term of study. Programs submitting proposals should provide any alternate approval or timeline statements.~~

Degree Audit:

Standard statement: The graduate plan of study is the EIU Degree Audit, which is generated automatically in the Degree Audit Reporting System (DARS) at the time of degree or certificate candidacy. Modifications of the standard EIU Degree Audit are submitted by the graduate coordinator to the certification officer in the Graduate School at the time modifications are approved. The Degree Audit serves as an unofficial summary of requirements for the program. Degree and certificate candidates are advised to review the comprehensive summary of the Degree Audit process specified on the "Requirements for All Degree and Certificate Candidates" section of the Graduate Catalog. Individual programs may require candidates to submit plans of study in addition to the Degree Audit, candidates should consult with the program coordinator.

Certificate Course/Curriculum Requirements:

All programs must include minimally 18 semester hours. See the *Council on Graduate Studies Graduate Certificate Program Admission and Requirement Policies* for requirements and restrictions for all certificate programs. The proposal should include a statement of the specific course requirements for the certificate. Typically a list of required and elective courses is provided.

Courses Applicable toward a Specific Concurrent or Future Degree

Program: The proposal should specify if the program will allow courses used for the certificate to count toward a concurrent or future degree program and specify any restrictions.

Courses Applicable toward Concurrent or Future Additional Certificate Programs:

Standard statement: Each separate certificate program must include 9 semester hours of new coursework that cannot be shared with a concurrent or future certificate program. With department approval, up to 9 semester hours of coursework may be shared with a concurrent or future certificate program. Certificate candidates should check with program coordinators for department specific policies.

Part II: Rationale: Information appearing in this section of the proposal will be used for Council review, but will not appear in the Graduate Catalog.

Program Rationale and Justification:**Impact on Existing Programs:****Existing Courses that Apply to the Certificate:****New Courses Required for the Certificate Program:****Number of Students Expected to Enroll Each Year:****Department Contact:****Part III: Approvals:****Department/School Curriculum Committee:****College Curriculum Committee:****Council on Graduate Studies:**

Updated February 20, 2013