

Graduate Certificate Approval Process

A. New Graduate Certificate Programs

1. The department discusses with the Dean of their College their idea of a new certificate.
2. The department submits a cover letter and a certificate proposal to the Vice Provost and Dean of their respective College for signature approving the new graduate certificate. The proposal templates can be found at: <http://grad.mst.edu/faculty/>
3. After the Dean signs the proposal, they forward it to the Office of Graduate Studies for review.
4. Upon receiving all required documents in the format requested, the Office of Graduate Studies sends an email notification to the department verifying that the proposal has been received and is read to be reviewed.
5. The Office of Graduate Studies requests the CIP tracking code from the Registrar's Office and coordinates with the Office of Institutional Research and Assessment. Once CIP code obtained, the proposed certificate is then routed to the Graduate Faculty and posted on the web for review.
6. The Office of Graduate Studies appoints and coordinates a review committee that consists of the Assistant Vice Chancellor of Global Learning, Campus Curricula Committee Chair, Vice Provost and Dean or their representative, faculty representative(s) from the program submitting the proposal, and faculty representative(s) from external programs as needed. The department makes any necessary changes and resubmits the proposal to the Office of Graduate Studies.
7. The Office of Graduate Studies reviews the changes made, and gets the appropriate Vice Provost & Dean signature and submits the updated proposal to the Office of the Provost for approval.
8. The Office of Graduate Studies sends an email notification to the department stating that the Office of Graduate Studies has reviewed the proposal and has recommended it for approval by the Office of the Provost. A timeline for graduate certificate approvals by the UM System and CBHE will be included in this email for reference.
9. The Provost reviews the proposal, requesting changes where necessary. Once the Provost approves the proposal for the S&T campus, the Office of the Provost notifies the Office of Graduate Studies.
10. The original packet is sent from the Office of the Provost to the UM System Academic Affairs Office so it can be processed and presented to the CBHE for approval.
11. The UM System notifies the Office of the Provost when the new graduate certificate is approved.
12. The Office of the Provost notifies the Office of Graduate Studies of the CBHE's approval decision.
13. The Office of Graduate Studies informs the Registrar, Department (chair, graduate coordinator, graduate staff), and Global Learning of the approval decision, providing a copy of the approved proposal.
14. The Registrar's Office adds the required courses for the new graduate certificate into the Degree Audit System and on their electronic graduate catalog.
15. The Office of Graduate Studies updates the official S&T graduate certificate offerings web-link located at grad.mst.edu/certificates.

B. Revised Graduate Certificate Programs

1. Course Number/Course Title Changes Only

- a. The department submits a cover letter and the revised graduate certificate proposal to the Vice Provost and Dean of their respective College for approval. The revised proposal templates can be found at: <http://grad.mst.edu/faculty/>. Once the Vice Provost and Dean has signed off on the proposal, they forward it to the Office of Graduate Studies for review.
- b. The Office of Graduate Studies, in consultation with the department submitting the revised proposal, reviews the proposal for either major or minor revisions. For minor revisions (such as change from 5001/6001 experimental courses to regular “hard” numbered courses) there is no committee review. For major revisions, the revised proposal is reviewed by the committee. The department makes any necessary changes and resubmits the proposal to the Office of Graduate Studies. A Degree Audit System report check is conducted by the Office of Graduate Studies to ensure that all courses from the old proposal have been included and addressed in the new proposal. The Degree Audit System report check should be included with the documentation when sent to the Provost Office.
- c. The Office of Graduate Studies and the Office of the Vice Provost & Deans of both colleges review the changes and submits the updated proposal to the Office of the Provost for approval.
- d. The Office of Graduate Studies sends an email notification to the department stating that the Office of Graduate Studies has reviewed the proposal and has recommended it for approval to the Office of the Provost.
- e. The Provost reviews the proposal, requesting changes where necessary. Once the Provost approves the proposal, the Office of the Provost notifies the Office of Graduate Studies.
- f. The Office of Graduate Studies informs the Registrar, Department (chair, graduate coordinator, graduate staff), and Global Learning about the approval decision and provides a copy of the approved courses for the certificate.
- g. The Registrar’s Office makes any necessary changes to the required courses for the revised graduate certificate into the Degree Audit Web system.
- h. The Office of Graduate Studies updates the official S&T graduate certificate offerings web-link.

2. Certificate Title Changes

- a. The department submits a cover letter and the revised graduate certificate proposal to the Vice Provost and Dean of their respective College for approval. The revised proposal templates can be found at: <http://grad.mst.edu/faculty/>
- b. In addition, the department needs to include a PC Form. The PC Form can be found at: <http://www.dhe.mo.gov/academic/formpc.php>
- c. Once the Dean signs off on these forms, it is sent to the Office of Graduate Studies.
- d. The Office of Graduate Studies, in consultation with the department submitting the revised proposal, reviews the proposal for either major or minor revisions. For minor revisions (such as change from 5001/6001 experimental courses to regular “hard” numbered courses) there is no committee review. For major revisions, the revised proposal is reviewed by the committee. The department makes any necessary changes and resubmits the proposal to the Office of Graduate Studies. A Degree Audit System report check is conducted by the Office of Graduate Studies to ensure that all courses from the old proposal have been included and addressed in

- the new proposal. The Degree Audit System report check should be included with paperwork sent to the Provost Office.
- e. The Office of Graduate Studies and Office of the Deans of both colleges review the changes and submits the updated proposal to the Office of the Provost for approval.
 - f. The Office of Graduate Studies sends an email notification to the department stating that the Office of Graduate Studies has reviewed the proposal and has recommended it for approval by the Office of the Provost.
 - g. The Provost reviews the proposal, requesting changes where necessary. Once the Provost approves the proposal for the S&T campus, the Office of the Provost notifies the Office of Graduate Studies.
 - h. The original packet is sent from the Office of the Provost to the UM System Academic Affairs Office so it can be processed and presented to the CBHE for approval.
 - i. The UM System notifies the Office of the Provost when the new graduate certificate is approved.
 - j. The Office of the Provost notifies the Office of Graduate Studies of the CBHE's approval decision.
 - k. The Office of Graduate Studies informs the Registrar, Department (chair, graduate coordinator, graduate staff), and Global Learning of the approval decision, providing a copy of the approved proposal.
 - l. The Registrar's Office adds the required courses for the new graduate certificate into the Degree Audit Web system.
 - m. The Office of Graduate Studies updates the official S&T graduate certificate offerings web-link.