

*Graduate Education has been working with the Provost Office and the Registrar's Office to update the Graduate Certificate Approval Process. The document has been revised collaboratively to reflect the current practice and to add the CourseLeaf part of the process.*

## **Graduate Certificate Approval Process**

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### **A. New Graduate Certificate Programs**

1. The department initiates discussions with the Vice Provost and Dean of their College their idea of a new certificate. Required or elective courses must be identified for the certificate program. If multiple departments are involved in developing and/or offering the certificate, one department must be designated as the home department overseeing the certificate.
2. The home department submits a cover letter, certificate proposal, and MDHE Program Change Form 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/certificates>. CIP tracking code can be obtained from <https://nces.ed.gov/ipeds/cipcode/>.
3. After the Vice Provost and Dean sign the proposal, it is forwarded to Graduate Education.
4. The proposed certificate is posted on the Graduate Faculty and Council website and an email is sent to the Graduate Faculty listserv to notify them of the new graduate certificate proposal and the location of its posting and to request feedback within two weeks.
5. Graduate Education appoints and coordinates a review committee whose membership includes the Vice Provost for Online Learning and Educational Innovation, the Vice Provost of Graduate Education, the Campus Curricula Committee Chair, the Vice Provost and Dean of the College or their representative, faculty representative(s) from the program submitting the proposal, and faculty representative(s) from external programs as needed.
6. If revisions to the proposal are requested, the department will incorporate the changes as discussed by the committee and submit the revised proposal to Graduate Education.
7. Graduate Education reviews the final document and submits it to the Office of the Provost for approval.
8. The Provost reviews the proposal, requesting changes where necessary. Once the Provost approves the proposal the department is notified and requested to add the certificate in *CourseLeaf*. A copy of the email is sent to Graduate Education.
9. The department submits the new certificate program to the Campus Curriculum Committee Secretary on a Degree Change form via *CourseLeaf* with the proposal and approval memos as the supporting document.
10. The Campus Curriculum Committee Secretary forwards the Degree Change form, the proposal and the approval memos to the Discipline Specific Curriculum Committee of the home department for review. If approved, it is forwarded to the Campus Curriculum Committee.
11. If approved by the Campus Curriculum Committee the Degree Change form, the proposal, and the approval memos are forwarded with recommendations for approval to the Faculty Senate.
12. Upon approval by Faculty Senate the Provost Office sends the original packet to the UM System Academic Affairs Office so it can be processed and presented to the MDHEWD for approval. Graduate Education is copied on the email.

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13. UM System Academic Affairs Office notifies the Office of the Provost when the new graduate certificate is approved. The provost's office will submit screening/prescreening forms for HLC review.
14. The Office of the Provost notifies the department of MDHEWD's approval and attaches the approval to the certificate in *CourseLeaf*. A copy of this email is sent to the Registrar's Office and Graduate Education. The Registrar's Office creates the degree audit for the appropriate catalog year.

**B. Revised Graduate Certificate Programs**

1. **Minor Changes -- Course Number Updates/Course Title Changes/Curriculum Change for One Course Only** (*In certain cases, two courses could be considered a minor change, please contact the Office of the Provost for clarification.*)
  - a. The home department submits a cover letter (signed by all departments listed on the original proposal) 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/certificates>.
  - b. After the Vice Provost and Dean sign the proposal, it is forwarded to Graduate Education.
  - c. Graduate Education runs the degree audit and reviews the proposal and degree audit to ensure that all courses from the old proposal have been included and addressed in the new proposal. The proposal is either approved or changes from the department are requested. If needed the department makes any necessary changes and resubmits the proposal to Graduate Education for another review. Once approved, the paperwork is sent to the Office of the Provost for approval.
  - d. The Office of the Provost notifies the department of the approval decision and requests the department to enter the revisions into *CourseLeaf*. A copy of the email is sent to Graduate Education.
  - e. The department submits the revised graduate certificate program to the Campus Curriculum Committee secretary on a Degree Change form via *CourseLeaf* with the approval from the Office of the Provost as supporting documents for administrative revisions.
  - f. The Campus Curriculum Committee Secretary forwards the certificate and approvals to the Discipline Specific Curriculum Committee of the home department for review. If approved, it is forwarded to the Campus Curriculum Committee.
  - g. The Campus Curriculum Committee reviews and upon its approval the certificate and approvals are forwarded with recommendation for approval to the Faculty Senate.
  - h. Upon approval of the Faculty Senate, the Registrar's Office updates the degree audit accordingly. A copy of the approval from *CourseLeaf* is forwarded to Graduate Education.
2. **Significant Changes -- Certificate Title Change/Modality Changes/Deletion of Certificate/Curriculum Changes for Two or More Courses** (*In certain cases, two courses could be considered a minor change, please contact the Office of the Provost for clarification.*) (*Substantial changes are specified in the MDHEWD Program Change Form*)
  - a. The department submits a cover letter (signed by all departments listed on the original proposal), MDHEWD Program Change Form, 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/certificates>.

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- b. After the Vice Provost and Dean sign the proposal, it is forwarded to Graduate Education.
- c. Graduate Education runs the degree audit and reviews the proposal and degree audit to ensure that all courses from the old proposal have been included and addressed in the new proposal. The proposal is either approved or changes from the department are requested. If needed the department makes any necessary changes and resubmits the proposal to Graduate Education for another review. Once approved, the paperwork is sent to the Office of the Provost for approval.
- d. The Provost reviews the proposal, requesting changes where necessary. Once the Provost approves the proposal the department is notified and requested to add the certificate in *CourseLeaf*. A copy of the email is sent to Graduate Education.
- e. The department submits the new certificate program to the Campus Curriculum Committee Secretary on a Degree Change form via *CourseLeaf* with the proposal and approval memos as the supporting document.
- f. The Campus Curriculum Committee Secretary forwards the Degree Change form, the proposal and the approval memos to the Discipline Specific Curriculum Committee of the home department for review. If approved, it is forwarded to the Campus Curriculum Committee.
- g. If approved by the Campus Curriculum Committee the Degree Change form, the proposal, and the approval memos are forwarded with recommendations for approval to the Faculty Senate.
- h. Upon approval by Faculty Senate the Provost Office sends the original packet to the UM System Academic Affairs Office so it can be processed and presented to the MDHEWD for approval. Graduate Education is copied on the email.
- i. UM System Academic Affairs Office notifies the Office of the Provost when the new graduate certificate is approved. The provost's office will submit screening/prescreening forms for HLC review.
- j. The Office of the Provost notifies the department of MDHEWD's approval and attaches the approval to the certificate in *CourseLeaf*. A copy of this email is sent to the Registrar's Office and Graduate Education. The Registrar's Office creates the degree audit for the appropriate catalog year.

\*\*If necessary, HLC requirements for substantive changes will be completed/submitted by the Provost Office.