

Section:	II.3.48	
Title:	Graduate Certificate Programs	
Effective Date:	February 3, 2023	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609)771-3080; academic@tcnj.edu	
Related Documents:	N/A	
History:		
Version	Date	Notes
4.0	February 3, 2023	Revised
3.0	July 5, 2016	Revised
2.0	2011	Revised; Stand-Alone Graduate Certificate Programs and Graduate Course Offerings - Duplicate Policy removed
1.0	2010	New policy; initial release

I. INTRODUCTION

This policy explains the process by which new stand-alone or stackable graduate certificate programs (i.e., not linked to external professional certification or licensure) are developed, reviewed, and approved.

II. DEFINITIONS

Stand-alone Graduate Certificate Program - A 12-18 credit sequence of transcribed, graduate-level courses leading to the awarding of a certificate of completion of a prescribed course of graduate study. (Graduate certificates for less than 12 credits must also be approved by the provost during Phase I.)

Stackable Graduate Certificate Program - A credit-bearing sequence of transcribed, graduate courses that can stand-alone as well as count toward completion of an affiliated TCNJ master's degree.

III. POLICY

A. GRADUATE CERTIFICATE PROGRAM APPROVAL PROCESS

1. Phase I: Preliminary Review by Deans, Graduate Studies Council (GSC)

- a. Proposals for new graduate certificate programs begin in an academic unit of the campus, i.e., from a department or program. Faculty members of the academic unit should prepare a preliminary draft of the proposed graduate certificate that addresses the rationale, need, structure, market demand/student interest, justification for proposed total credit hours, implementation timeline, modality, and consistency with the mission of the Department, School, and College. This draft should not exceed 3 pages.
- b. The appropriate deans (school(s) and graduate studies) will conduct a preliminary review of the proposal, offering advice, considering whether the program is consistent with the mission of the School(s) and College, and discussing potential resource needs.
- c. If recommended for further development by the deans, faculty proposing a graduate certificate will present their preliminary draft to the Graduate Studies Council, so that the GSC can conduct a formative review and offer counsel based on its shared experience with graduate programs in general.
- d. Following the advice and counsel of the deans and GSC, the proposing faculty should submit a revised preliminary draft to the deans, who in turn will forward this draft to CSPP and the Provost as an informational item.

2. Phase II: Program Proposal Development

- a. In addition to addressing the sections noted in Phase 1a, the formal proposal must include a detailed outline of the curriculum, and any needed resources from all academic and nonacademic units involved such as:
 - i. faculty and support of instruction;
 - ii. library resources;
 - iii. equipment, laboratory support, computer support;
 - iv. facilities.

The formal proposal must review by the departmental curriculum committee, to determine if the proposed program is consistent with the mission of the Department, School, and College. The program proposal along with the New Graduate Certificate form must then be signed by the department Chairperson. In the case of interdisciplinary programs, all departments included in the certificate program must review the proposal, and their chairperson's approval must be appended to the

program proposal. Programs that are not interdisciplinary but include a course(s) from a department(s) other than the department which is proposing the graduate certificate must be reviewed and supported by the department(s) in which the specific course(s) is housed.

3. Phase III: School Curriculum Committee and Governance

- a. The formal proposal is next submitted to the school curriculum committee of the home department, as well as to the committees of all schools included in the certificate program in the case of an interdisciplinary program. If recommended by the school committee(s), the program is resubmitted to the relevant Dean(s) for final approval. After the relevant Dean(s) have approved the proposed graduate certificate, the proposal is submitted to the College's Steering Committee to be forwarded to the Committee on Academic Programs (CAP) for review and recommendation, according to the steps of the Governance Process. All programs involving teacher education and preparation must also be reviewed by the Teacher Education Council (TEC) prior to review by CAP.

4. Phase IV: Final Approval

- a. On completion of the Governance Process, the Provost will grant final approval of the graduate certificate ensuring that it is consistent with the mission of the College and can be adequately supported with resources.
- b. Upon approval, the Academic Affairs Committee of the Board of Trustees and the Academic Issues Committee of the New Jersey Presidents' Council are notified.