CERTIFICATE APPROVAL FORM:
Proposal for New Certificate

Title of New Certificate: ____________________________________________________________

Originator of this Proposal: __________________________________________________________

CIP Code: ____________________________ FIPSE Code: ____________________________

Delivery Format:  ☐ Resident  ☐ Online  ☐ Both

Proposed Starting Date: ____________________________

A. Abstract
1. Description of the proposed certificate program.
2. Projected number of students; describe primary target audience.
3. Explain the nature and purpose of the certificate program in the context of institutional mission and goals, especially Christian worldview.

B. Assessment of Need/Certificate Planning/Approval (Include Minutes)
1. Discuss rationale for certificate, including an assessment of need (documented feasibility study: e.g., need, market, anticipated enrollment, job market, career advancement opportunities, student interest survey data).
2. Documentation that faculty and other groups were involved in review and approval of certificate program (include minutes recording approval).

C. Certificate Policies
1. Describe admission, curriculum, and completion requirements, in catalog format.
2. Describe any special arrangements for grading, transcripts, or transfer policies.
3. Indicate (if applicable) any special policies for Liberty University Online.
4. Indicate if federal financial aid will be available to students for this certificate.
5. Indicate if any of the courses in the certificate have been in existence for less than one year.

D. Curriculum Proposal (Include Institutional Effectiveness Curriculum Proposal Endorsement Form, CCP)
1. List program learning outcomes, if the proposed certificate consists of a group of courses that does not have a corresponding major or concentration that is currently being assessed.
2. List the course numbers and titles of all courses in the proposed certificate program. Indicate hours and prerequisites. Note: Courses in a certificate program MUST be in existence for at least one calendar year prior to availability for financial aid.
3. If utilizing courses from another discipline/department, check course prerequisites and provide minutes showing approval from the other department regarding assessment and utilization of courses.
4. Show the complete curriculum in Certificate Completion Plan (CCP) format. CCPs must be prepared using the CCP Tracking Tool (http://tinyurl.com/DCPtracking).
5. What degree program(s), cognates or concentrations do the certificate courses apply to?
6. Describe administrative oversight to ensure quality of the certificate program.

E. Faculty Needs (Include Faculty Roster)
1. Provide complete roster (using the SACSCOC “Faculty Roster” form) of faculty employed to teach in the certificate program. Please note that faculty must have the required teaching credentials as identified by SACSCOC.
2. Show faculty course load in the new certificate as well as course work taught in other programs currently offered.
3. Provide evidence that adequate, qualified faculty members are assigned to support the certificate.
4. Describe impact of the new initiative on faculty workload. The dean of the school/college, by signing below, confirms that the course(s) will not exceed the established overload caps for its faculty.

Revised 1/28/2013
F. Physical Resources: Classroom Space, Materials, Equipment Needs (Include Registrar’s Endorsement only if certificate is to be offered in a residential format, and special facilities or technology are required)

1. Location of the program being offered. (If off campus, include site approval)
2. Regular classrooms needed, projected through first three years.
3. Labs needed, projected through first three years.
4. Teaching materials, visual aid, software, equipment, etc. projected through first three years.
5. Assess impact of proposed change on existing programs and services.

G. Submission of Request
Submit request with appropriate signatures to the Administrative Dean for Graduate Programs or the Administrative Dean for Undergraduate Programs. Once the request is approved by the Senior Vice President for Academic Affairs / Provost, a signed copy will be returned to the Dean.

**Approval for Certificate Proposal:**

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<tr>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Associate Dean, Department Chair or Director</td>
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<tr>
<td>Dean of School/College</td>
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<td>Director, Center for Professional and Continuing Education</td>
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<td>Dean of CASAS</td>
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<td>Administrative Dean Undergraduate/Graduate Studies</td>
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<td>Office of the Provost</td>
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Revised 1/28/2013
**Faculty Roster Form**

**Qualifications of Full-Time and Part-Time Faculty**

**Name of Institution:** LIBERTY UNIVERSITY

**Name of Primary Department, Academic Program, or Discipline:**

**Academic Term(s) Included:**

**Date Form Completed:**

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<tbody>
<tr>
<td>NAME (F=Full-time, P=Part-time)</td>
<td>COURSES TAUGHT Include Term, Course Number &amp; Title, Credit Hours Indicate for each course: D=Developmental, UN=Undergraduate Nontransferable, UT=Undergraduate Transferable, G=Graduate</td>
<td>ACADEMIC DEGREES &amp; COURSEWORK Relevant to Courses Taught, Including Institution &amp; Major List specific graduate coursework, if needed to justify</td>
<td>OTHER QUALIFICATIONS &amp; COMMENTS Related to Courses Taught</td>
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</tbody>
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An electronic version of this form and instructions for completion are located under the Institutional Resources link on the SACSCOC website: [http://www.sacscoc.org](http://www.sacscoc.org).

Form Updated: January 2011