***New Program Request Form for Certificate that is 15 or Fewer Credit Hours***

Click here to select your institution

Institution Submitting Proposal

Click here to enter text

Title of Proposed Certificate

Select Certificate Type

Type of Certificate (i.e., Stand-alone or Embedded)

Click here to enter text

Title of Existing Program and State Regents’ Program Code if Certificate is Embedded

Click here to enter text

Location(s) (where the program will be offered)

Select delivery method

Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits) Click here to enter text

Program Code requested for certificate Click here to enter text

(if left blank, the next available program code will be used)

Academic Unit (e.g. Department, Division, School) Click here to enter text.

Name of Academic Unit Click here to enter text

Name of Program Director Click here to enter text

Intended Date of Implementation (academic year) Click here to enter text

Anticipated Date for Granting First Certificates Click here to enter text

Specialty Accrediting Agency Click here to enter text

Name and Title of Contact Person Click here to enter text

Date of Governing Board Approval Click here to enter a date

**Signature of President:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter a date

**Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours**

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents’ staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. **(3.4.4.E.4)**

1. **Curriculum**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate: 

Number of credit hours required: 

Number of hours in related/electives (if applicable): 

Number of new courses required: 

Please either attach the proposed certificate’s curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certificate Requirements** | | |  | |
| **PREFIX AND COURSE NUMBER** | | **COURSE TITLE** | | **CREDIT HOURS** |
| Click here to enter text | | Click here to enter text | |  |
| Click here to enter text | | Click here to enter text | |  |
| Click here to enter text | | Click here to enter text | |  |
| Click here to enter text | | Click here to enter text | |  |
| Click here to enter text | | Click here to enter text | |  |
|  | | *Add additional rows as needed* | |  |
|  | **Total** | | |  |

1. **Faculty**

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

1. For embedded certificates, it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

No significant differences in faculty

Significant differences in faculty:

Click here to specify differences

1. For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

Click here to enter text

1. **Support Resources**

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

1. For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.

No significant differences in support resources

Significant differences in support resources

Click here to specify differences

1. For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

Click here to enter text

1. **Demand**

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

Click here to enter text

1. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Click here to enter text

**Estimated Student Enrollment Demand (*this section is only required if proposed program will be a stand-alone certificate*)**

Project estimated student enrollment demand for the **first five years** of the certificate.

|  |  |  |
| --- | --- | --- |
| **Academic Year**  **(e.g. 2022-2023)** | **Degrees Conferred** | **Majors (Headcount) Fall Semester**  **(e.g. # in Fall 2022)** |
|  |  |  |
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|  |  |  |

1. Employer Demand: These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at ([cminx@osrhe.edu](mailto:cminx@osrhe.edu)). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or others stakeholder documents, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Click here to enter text.

1. **Cost and Funding**

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution’s overall need for funds.

1. For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.

Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.

Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

Click here to specify differences

1. For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following

Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.

Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

Click here to enter text

1. **Program Review and Assessment**

**If the proposed program is an embedded certificate,** program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

***NOTE: To be considered for State Regents’ approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

Click here to enter text

**If the proposed program is a stand-alone certificate**, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents’ policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

Click here to enter text

1. **Electronic Delivery**

State Regents’ policy (3.17) requires approval for a program that either (1) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes  No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Click here to enter text

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

*Note:* The following responses addressing distance education are **separate from**the program’s **electronic delivery approval.**

For the proposed certificate, ***including*** general education courses, please select the statement that describes the program’s distance education availability:

ALL of the courses in the proposed program can be completed entirely online.

SOME of the courses in the proposed program can be completed entirely online.

NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, ***including*** general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory[[1]](#footnote-1) onsite[[2]](#footnote-2) component: Yes  No

The program has a non-mandatory1 onsite component: Yes  No

1. For the purposes of these questions, a mandatory onsite component refers to a course requirement or activity in which a student MUST be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student’s overall class performance and grade. A non-mandatory onsite component refers to an activity in which the student is not required to participate, such as tutoring, attending events, meeting with advisor and will not impact the student’s overall class performance and grade. [↑](#footnote-ref-1)
2. For the purposes of these questions, onsite refers to the physical campus and NOT off-campus locations for internships, practica, clinicals, etc. [↑](#footnote-ref-2)