UNIVERSITY OF WASHINGTON
The Graduate School
Guidelines for Graduate Certificate Program Proposals

A graduate certificate program is a linked series of graduate courses that constitute a coherent body of study and culminates in a capstone or equivalent unifying experience, as described in Policy 1.2. It is designed to enhance the education of matriculated graduate and professional students beyond their regular course of study, or to provide students access to graduate education as a standalone credential or as part of a stacked graduate degree.

A proposal to offer a new Graduate Certificate program is submitted after completion of the Planning Notification of Intent (PNOI) process and must include the items below. Prior to final submission, the proposal must be reviewed and approved by program faculty and be endorsed by the head of the academic unit offering the program (Chair, Director, or Dean). UW Bothell and UW Tacoma proposals also require endorsement by the Chancellor/Vice Chancellor. We encourage programs to send a final draft to the Graduate School's program proposal office (progprop@uw.edu) for review and comment prior to circulating for approval by faculty and the academic unit head.

Contact the Office of Academic Affairs program proposal office (progprop@uw.edu) with any questions you may have about the guidelines.

Cover Sheet

Include the cover sheet available on the Academic Affairs website for draft and final submission. Signatures required for final submission only**.**

Overview

Provide a summary description of the proposed new graduate certificate program, including the rationale for the program and the name of the program as it should appear on the student transcript. Identify the certificate program's academic location and indicate the desired timeline for implementation.

Relationship to Other Programs and Academic Unit Priorities

Describe how the proposed graduate certificate program relates to other programs within the academic unit and university, and how it supports the unit's academic priorities and resources commitments.

Documentation of Need for Graduate Certificate Program

Briefly describe how the proposed program responds to current trends in the field, including available data that demonstrates student and employer demand. Describe how the program will support students in achieving their academic or career goals, including typical examples of what you expect the benefits will be for certificate recipients.

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Budget

Provide a comprehensive budget for the program that includes required resources for administrative and staff support. Include an estimate of new funding required for the program and current or potential funding sources. For fee-based programs, include the Service Selection Form from the Continuum College.

Students

Describe the student population to be served. Indicate the projected enrollment for the first five years. In addition, the proposal should describe the plan to advertise and recruit students to the program, including traditionally underrepresented minority students. Provide information on any student financial support made available by the program.

Describe how certificate students will be academically supported by the unit as graduate students, including staff and faculty advising, academic support, departmental space, activities, etc. Describe how the additional responsibilities will be covered by new and/or existing staff and faculty.

Equity

The Graduate School supports programs which advance a culture of excellence, inclusion, and equity by eliminating barriers of exclusion such as racism, cissexism, sexism, heterosexism, ableism, classism, and unexamined privilege. Proposals must address how the program will prioritize equity and inclusion and support minoritized students, faculty and staff at each stage of the graduate program lifecycle:

1. Assessment (before recruitment)

2. Recruitment (before enrolling)

3. Retention (after enrolling)

4. Post-graduation/Career Preparation

If the academic unit has a written plan for equity, inclusion, and diversity, reference it here and indicate how the proposed program supports that plan. Consult the [Advancing Equity in Graduate Programs](#) resource on the Graduate School website for examples for each stage of the graduate program lifecycle.

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Program Assessment

Describe the academic unit's plan for assessing how well program objectives will be met. Describe how the assessment information will be gathered and used.

Curriculum

1. Describe the required coursework (which must adhere to the guidelines in Policy 1.2) in the following two formats.

Format 1 (Curricular Outline): Outline all coursework with course number, title, and credits **only** (no course descriptions). This outline will be used for creating a degree audit and catalog copy. Please list all degree requirements under subheadings in the following order:

- **Required/core coursework**
- **Electives**
  - (it is acceptable to provide only the number of credits required and indicate that an elective course list is maintained internally by the unit in the degree audit.)
- **Culminating experience (capstone or equivalent unifying experience)**
- **Additional non-credit requirements (e.g. prerequisites, competency requirements, etc.)**
- **Total credits**

Format 2 (Course List): For each core course and any electives being developed for this program, provide course numbers, titles, credits, and a brief description. All pre-existing courses that will serve as electives should also be listed but do not require brief descriptions. This may be a full list of elective courses, or if electives must be chosen from a specific unit/department, indicate the required course level (i.e. 400 or 500) and unit/department.

2. Proposals must include the following in addition to required coursework:

- Expected student learning outcomes and how they will be measured.
- Indication of how the curriculum will introduce students to questions and considerations of ethics that are relevant to the field of study.
- Articulation of how the curriculum is structured to provide a coherent course of study and culminates in a capstone or equivalent unifying experience.
- Whether the certificate program will be developed from existing courses or if new courses will be developed.
- Description of the relationship of the program to the academic unit's existing graduate programs and whether there is potential overlap of the certificate program with any degree programs.
- For certificates admitting students who are not currently matriculated UW graduate students: describe expectations around credits of enrollment and mode of delivery.

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Governance and Faculty Involvement

Describe the administrative oversight of the graduate certificate program, including the faculty director and any faculty committees overseeing the program in addition to the general faculty of the unit. Indicate who will serve as GPA and GPC.

Clearly articulate the function, expectations, and appointment policies for the certificate program director, core faculty group, and any faculty committees that will oversee the certificate program. Describe how the program will assure Graduate Faculty oversight and engagement in the program.

Admissions for graduate certificates that admit currently enrolled graduate students

Describe the minimum admission standards that are designed to reflect the knowledge and skills needed for student success in the program.

Describe the admissions process through which participants identify themselves as certificate students before fulfilling the requirements of the program, including how the program will assure that students will apply and be admitted prior to completing significant coursework, or at the latest prior to completing the capstone or unifying experience.

Describe who will manage admissions, track student progress, and submit the request to Graduate Enrollment Management Services in the Graduate School for granting of the certificate.

Admissions for graduate certificates that admit students from outside UW

Describe admission requirements, including how the program will assure students will meet the minimum admission requirements for graduate students described in Policy 3.1

Grading/Assessment and Minimum Standards

State any standards in excess of the minimum required cumulative GPA of 3.0 for courses required for the certificate and a grade of 2.7 or higher for each course counted toward the certificate.

Describe the evaluation and feedback process used to assure program quality.

External Evaluation of Proposal – Under separate cover, provide the Graduate School with the names, contact information and *brief* biographies of 6 possible external reviewers.

- The Office of Academic Affairs will contact the external faculty and solicit evaluations of the program proposal.
- Once evaluations have been received, they will be forwarded to the proposing unit. The unit will then submit a formal response to the evaluations to the Graduate

School. The proposal may be revised depending on the recommendations of the external reviewers.

- The evaluation letters and academic unit's response will be submitted with the final proposal to the Graduate School Council.