

The College of New Jersey
New Graduate Certificate

Name of Graduate Certificate:

Term Effective Date:

Home School:

Home Department:

Type of Approval

New Graduate Certificate within a Department New Interdisciplinary Graduate Certificate

Modification of Existing Graduate Certificate Deactivation (no replacement)

Briefly describe the certificate program and its requirements. For interdisciplinary certificate programs, list other departments and schools with courses.

Initial Approval

In the case of new graduate certificates, the signatures indicate that all affected units within a school have reviewed the attached proposal, and that the attached proposal includes a detailed outline of the curriculum and needed resources such as: a. faculty and support of instruction for all units involved; b. library resources; c. equipment, laboratory support, and computer support; and d. facilities for all units involved. If the program does not involve courses outside the home department, the proposal is submitted to the Steering Committee after this step.

Department Chair

Date

School Curriculum Committee

Date

Dean

Date

Additional Approvals for Interdisciplinary Programs

In the case of interdisciplinary graduate certificates, the proposal must also include signatures from the department chairs of all affected units, indicating their review. On this form, include approvals from curriculum committees and deans of all involved schools. The role of the school curriculum committee(s) is to ensure that all procedures have been followed in the approval process, including review by all affected departments, and that the proposed program is consistent with the mission of the College and can be reasonably supported with resources.

Curriculum Committee

Date

Dean

Date

Curriculum Committee

Date

Dean

Date

Curriculum Committee

Date

Dean

Date

College Governance

If recommended by the school committee(s), the proposal is submitted to the Steering Committee to be forwarded to the Committee on Academic Programs (CAP) for its review and recommendation.

Steering (indicating review by CAP)

Date

Final Approval

Provost

Date