

# Graduate Certificate Program Approval Checklist<sup>1</sup>

## Proposal Content – Proposal includes the following:

- Brief description of the certificate with rationale, need, market demand, and student interest
- Description of how it is consistent with the mission of the Department/School/College
- Implementation timeline
- Program modality
- Description of certificate structure and total credit hours
- Detailed curriculum outline
- Resource requirements:
  - Faculty and instructional support
  - Library resources
  - Equipment, laboratory, and computer support
  - Facilities
- No units affected by the proposal were overlooked. (If this certificate impacts other units, all the pertinent stakeholders have provided input or been notified of that proposal.)

## Construction of the Certificate Program

- Consists of between 12 and 24 credits. (**Note:** [Graduate Certificate Programs Policy](#) lists 12-18 credits, but is being updated to align with the [Graduate Admissions Policy](#) stating 12-24 credits.)
- Consists of fewer than 12 credits or more than 24 credits.
  - If so, documentation of approval by the Provost has been provided.

## Adherence to the Approval Process

- Received feedback from GSC during proposal development (optional)
- Proposal has been reviewed and approved by the department curriculum committee.
- Proposal and New Graduate Certificate Approval or Change in Certificate form is signed by the department Chairperson.
- Proposal is approved by all departments contributing courses to it. Documentation of approval is appended to the program proposal (i.e., signature of departmental Chairpersons or confirmation email).
- Proposal is reviewed by the school curriculum committee of the home department.
- Proposal is approved by the Dean of the school.

\*\*For an interdisciplinary certificate:

- Proposal is reviewed by the curriculum committees of all schools included in the certificate program.
- Proposal is approved by the Deans of all schools involved.

## CAP/GSC Approval

- Receive and consider feedback from Graduate Studies Council on proposed certificate program.
- Vote to indicate concurrent or non-concurrence.
- Prepare a final recommendation to Steering.

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<sup>1</sup>Adapted from *Graduate Certificate Programs Policy*, Effective 2/3/2023  
<https://tcnj.policystat.com/policy/13099204/latest/>