

Undergraduate Certificate Program Approval Checklist¹

Proposal Content – Proposal includes the following:

- ☐ Brief description of the certificate with rationale, need, and demand
- ☐ Description of how it is consistent with the mission of the Department/School/College
- ☐ Detailed curriculum outline
- ☐ Course syllabi
- ☐ 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

- ☐ Lists the certificate requirements
- ☐ Lists the eligibility criteria
- ☐ Describes the student application process
- ☐ Lists the type of certificate. Select the type below.
 - ☐ Transcribed Certificate
 - ☐ Consists of a minimum of 3 credit-bearing course units
 - ☐ Non-Transcribed Certificate
 - ☐ Consists of any combination of academic and/or co-curricular experiences

Approval Pathway

- ☐ Consists of credit-bearing coursework only. (If so, CAP must review; proceed to the next section.)
- ☐ Consists of only co-curricular experiences. (If so, it must be reviewed by CSCC and not CAP.)
- ☐ Consists of both credit-bearing course work. (If so, it must be reviewed by both CAP and CSCC.)

Adherence to the Approval Process (follows the minors approval process)

- ☐ Proposal has been reviewed and approved by the department curriculum committee.
- ☐ Proposal and New 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 department 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.

¹Adapted from *Undergraduate Certificate Programs Policy*, Effective 7/25/2023
<https://tcnj.policystat.com/policy/14088646/latest/>

****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 Approval

- ☐ Vote to indicate concurrent or non-concurrence.
- ☐ Prepare a final recommendation to Steering.