



**NAME OF GRADUATE CERTIFICATE:** \_\_\_\_\_

**COLLEGE/SCHOOL:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

Position	Name	Phone	Email	Mailstop
Grad Cert. Program Director				
Program Advisor (may be director)				
Adm. Assistant				

**ACADEMIC REQUIREMENTS:**

Total Credit hours required (minimum of 12 required): \_\_\_\_\_

Implementation Date: \_\_\_\_\_

Expected enrollment: \_\_\_\_\_

Time limit for completion: \_\_\_\_\_

Other graduate programs the proposed graduate certificate is related to:

**SHOULD THIS DEGREE PROGRAM BE AVAILABLE:**

Only to students from the corresponding Master's Program

To all students from inside and outside the University

Other, please explain:



**CURRICULUM:**

List Graduate Certificate courses: For all courses, attach a copy of course syllabi, One course may be on the 4000 level. However, 4000 level courses cannot be transferred into a graduate degree program. For new courses, also attach the graduate course proposal form and the course syllabus.

Course Number	Course Title	Cr	Course Director	Delivery (onsite, online, hybrid)	Required or elective	New or existing	Part of other Grad. Cert.

**BRIEF PROGRAM DESCRIPTION:**

[Empty box for Brief Program Description]

**JUSTIFICATION:**

**Purpose:**

*Describe the nature of the Graduate Certificate Program, its primary goals, why it is needed and how it is unique.*

[Empty box for Justification]



**Benefits:**

*Describe how this Graduate Certificate will benefit students, the program/department, the university, and the community.*

**Marketing:**

*Describe your target market and marketing strategies for the Graduate Certificate Program.*

**Competition:**

*List other schools where a similar program is offered and how the courses are delivered (i.e., onsite, online, hybrid, etc.).*

**Funding:**

*If applicable, on a separate sheet detail costs associated with the startup and operation of the proposed Graduate Certificate (faculty, staff, equipment, space etc.). Attach a letter of support from your department chair or college dean to the signed proposal.*

**Credit toward Graduate Degree:**

*Regardless of the total credit requirements for a Graduate Certificate, no more than 12 credits can be transferred into a corresponding Master's degree with departmental approval. No course with a grade less than "B-" and a course number lower than 5000 can be transferred.*

**Transfer Credit:**

*With Certificate Program approval, students may import certificate related courses in which they earned credit as degree seeking or non-degree seeking students into the Graduate Certificate, provided the degree seeking students have not yet completed their degrees and the non-degree seeking students are still enrolled in at least one course that is required for certificate completion.*



**Admission Requirements:**

- Degree: BA/BS
- GPA: A minimum GPA of 3.00 is recommended
- Prerequisite courses; list:

**Application Process:**

*Applicants for a Graduate Certificate Program will send the following documents to the Certificate Program Director:*

- *Graduate Certificate Application Form:*
- *Official Transcripts*
- *Resume*
- *Letter of interest*

**Admissions Process:**

Upon approval of the student’s admission by the Graduate Certificate Program, the program director will send the student’s certificate admission file to the Graduate School. The Graduate School will confirm the applicant’s credentials, will determine whether the student meets the general academic requirements of the Graduate School, will admit the student and inform the student of his/her admission to the Graduate Certificate Program.

**Program Completion:**

Upon completing or registering for all program-required coursework, students must file a Graduate Certificate Completion form with the Graduate School no later than the posted graduation deadline during the semester in which they plan to have their certificate awarded. After confirmation that all program requirements have been fulfilled and that a minimum total GPA of 3.0 has been earned, the Program Director will sign the Completion Form and forward it to the Graduate School for final approval. The Graduate School will complete the approval process and award a Certificate of Accomplishment to the graduate certificate student.

**Financial Aid:**

Graduate courses in which a student enrolls to fulfill the requirement of a Graduate Certificate are NOT eligible for financial aid.

Approvals	Name	Signature	Date
Program Director/ Department Chair			
College Committee Chair/ Co-Chair			
Graduate Council			
Graduate Dean			

**OUTCOMES ASSESSMENT FOR CREDIT-BEARING CERTIFICATE PROGRAMS  
UNIVERSITY OF COLORADO DENVER**

**Dr. Kenneth Wolf, Director of Assessment (kenneth.wolf@ucdenver.edu)**

Every credit-bearing certificate is expected to have an outcomes assessment system in place to document its effectiveness, with the assessment results and program improvement plans presented in an annual report to the Office of Assessment. A quality outcomes assessment system advances student learning and promotes effective teaching as well as provides accountability information for university accreditation. This document describes the contents for both the initial “Certificate Assessment Plan” as well as the annual “Certificate Assessment Report” due at the end of each academic year (or for CLAS at the end of December).

An **Assessment Plan** includes the following:

1. A brief statement of the Educational Purpose for the certificate.
2. The Learning Outcomes for the certificate. If there are two certificates with the same focus then *the learning outcomes for the undergraduate and graduate certificates must be different from each other* (though the difference can be, for example, a single additional outcome for the graduate certificate).

Note that for *certificates* a small number of outcomes (two or three) is an appropriate focus, and that the assessment of those outcomes can be based on the overall class performance for a specific assessment(s) and not on individual students (given how challenging it is to track individual students over time). **Note that course grades are not appropriate for outcomes assessment purposes.**

3. A Curriculum Map of learning experiences and learning outcomes indicating where students have a significant opportunity to learn the requisite knowledge and skills.

	Course 1	Course 2	Course 3
Outcome 1	X (Exam)	X	X (Exam)
Outcome 2	X (Research Paper)	X (Project)	
Outcome 3			X (Internship)

\*If known, add key *Assessments* to the curriculum map. Note that while indirect measures of learning (e.g., exit surveys) are valuable, they are not sufficient for outcomes assessment, which requires direct assessments of learning (e.g., exams). Rubrics are encouraged but not required.

An **Assessment Report** should include the **Assessment Plan**, along with the following:

4. Assessment Results of student performance for each learning outcome organized in either a matrix or narrative format. Note that the results should be based on a specific assessment(s) for a specific outcome(s). **Course grades are not appropriate for outcomes assessment purposes.**

5. Program modifications that will be made based on the assessment results. Reports in future years should also include, if available, whether the program modifications made in previous years had the desired effects on student learning.

Note that all certificates must have an assessment plan on file with the Office of Assessment ([kenneth.wolf@ucdenver.edu](mailto:kenneth.wolf@ucdenver.edu)), but an assessment report is due only when there are five (5) or more students enrolled or graduating.