1.0 INTRODUCTION

In order to support Saint Louis University students in optimizing their educational careers, they may complete additional coursework to obtain certificates in specialized areas of study. Certificate programs are intended to be fluid and flexible programs of study that are designed to respond to market demand. Certificate programs differ from minor degrees and areas of concentration in that minors are areas of study secondary to the student’s major degree, while areas of concentration are the student’s focus of study within her/his major.

2.0 PURPOSE

The guidelines below provide a procedure for defining, approving, and evaluating certificate programs at Saint Louis University.

3.0 PERSONNEL AFFECTED

All students enrolled at Saint Louis University

4.0 DEFINITIONS

The following definitions are intended to delineate the various types of certificate options, recognizing that certificates may fall into more than one category.

Graduate certificate programs—a graduate certificate program is one that requires:

- The student to have a bachelor’s degree prior to beginning the certificate program;
- graduate-level content; and
- specific relationship to graduate programs of study.

Post-baccalaureate certificate programs—a post-baccalaureate certificate program is one that requires:

- the student have a bachelor’s degree prior to beginning the certificate program;
• contains undergraduate- or graduate-level content; and
• may or may not be related to a specific graduate program of study.

Post-master’s certificate programs—A post-master’s certificate program is one that requires:

• the student to have a master’s degree prior to beginning the certificate program;
• post-master’s level content; and
• relationship to a specific graduate program of study.

Post-doctoral certificate programs—A post-doctoral certificate program is one that requires:

• the student to have a doctoral degree prior to beginning the certificate program;
• post-doctoral level content; and
• relationship to a specific doctoral program of study.

Professional certificate programs—A professional certificate program is one that:

• may or may not require the student to have a bachelor’s degree prior to beginning the program;
• is linked to a specific professional requirement or certification needed by a student to apply or compete for a professional credential; and
• may or may not be related to a specific program of study.

Undergraduate certificate programs—An undergraduate certificate program is one that requires the:

• student to be eligible as an undergraduate student to begin the certificate program;
• undergraduate-level content; and
• certificate to be related to a specific undergraduate program of study.

Non-credit certificate programs—A non-credit certificate program is one that:

• may or may not require the student to be eligible for admission to the program or university;
• program-appropriate content; and
• is not related to a specific program of study.

5.0 RESPONSIBILITIES

Certificate programs may originate in any academic unit and are reviewed by the following groups with a final recommendation for approval being made to the Provost by the appropriate university-level curricular body. This process recognizes that individual academic units have formalized processes for curricular approvals:
• Department or program;
• School or College;
• Dean;
• University curricular body (the faculty sub-committee of the Undergraduate Academic Affairs Committee will review undergraduate certificate proposal and the Board of Graduate Studies will review post-baccalaureate and graduate certificate proposals); and
• Provost

6.0 PROCEDURES

Saint Louis University recognizes two types of certificate programs:
1) Certificates earned as components of a degree programs; or
2) Certificates that are not components of degree programs (i.e., “stand-alone” programs).

The status will be determined by the academic unit offering the certificate.

Proposals for certificate programs must include:

- **Executive summary**—Provide a brief narrative description of the overall proposed certificate program components (see below).
- **Program rationale and objectives**—Describe the benefits of developing the proposed program, including its fit with the mission of Saint Louis University along with the objectives to be achieved. The proposal should also describe the way in which the proposed certificate program will fulfill the Five Dimensions of the SLU Experience.
- **Prospective student profile**—In addition to presenting a demographic profile of the target student group, this section should include projected enrollments and market analyses that are appropriate for the certificate being proposed.
- **Involvement of external groups**—Include discussion of the proposed program in terms of impact on and participation on other academic units and/or community partners. Specifically, note any potential duplication of existing programs.
- **Program characteristics**—Include admission requirements, curriculum (i.e., requirements for entry into the program, required and elective courses, transfer credit policies, credits or CEUs to be granted, grade requirements, costs, and financial aid eligibility).
- **Marketing and promotion**—Describe plans for promoting and marketing the proposed program.
- **Plan for program administration**—Describe the staffing and resources needed for administration of the program. Include funding (i.e., budget) or workload strategies, as needed. NOTE: This section is not required for UAAC review; it is, however, required for Department Chair/Director, Dean, and Provost review.
- **Plan for evaluation**—Describe the plans for ongoing assessment of the program’s goals and objectives, including an evaluation based on the Five
Dimensions of a Saint Louis University educational experience. Note if proposed program will require approval by an external accrediting body. Certificate program review and evaluation should include: number of students that enrolled and completed the program, correlates between participation and entry into another undergraduate or graduate program, “cost” of the program (i.e., are courses being taught specifically for the certificate program or would the courses be taught regardless of enrollment in the certificate program?); and determination if emphasis remains current.

8.0 REFERENCES

See also Guidelines for Approval of a New Academic Program

APPROVAL SIGNATURES

These guidelines were approved by the Undergraduate Academic Affairs Committee.

These guidelines were approved by:
Joe Weixlmann, Ph.D.
Provost
Saint Louis University
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Copies to: _____ Department/Program
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_____ Collegiate Dean