Instructions

Please read and follow the instructions for submitting the Non-Credit Certification Program Proposal:

> **Important Note**: *Proposals should allow for a minimum of one full semester (approximately 4 months) to be reviewed by the Provost's Office and the Registrar. This also allows for the time necessary to build, test, and set up the program/courses within MUHUB. For example, a proposal submitted in April should not expect to start their first cohort until the fall semester.*

1. General Information:
   - Provide the requested information about who is submitting the proposal for review.
   - Obtain the signature of the dean or program director under which this certificate will housed.
2. Purpose of Proposal:
   - Nature of change – Identify is this a new certificate, modification to an existing certificate, or a request to delete a current certificate.
   - Provide the title of the certificate.
   - Identify the term and year the proposal should be in effect.
   - Provide a brief justification for the need of the certificate or why a change is necessary.
3. Certificate Information: [this section is not required for the deletion of certificates]
   - Provide the description of the certificate that will be used in your marketing materials.
   - Provide requirements for admission to the program.
   - List the courses contained in the proposed certificate following the guidelines below:
     a. Course Number
        - All courses will be built under the subject prefix "CE" for Continuing Education. This keeps all non-credit bearing certificate courses listed together in one section of MUHUB.
        - All course numbers will be six characters long and follow an alpha-numerical format, where three alpha characters will represent the topic. For example, if offering classes in Ethics, the alpha characters might be ETH. No APC approval is required for determining the three alpha characters.
        - Three numerical characters will represent the numbering system you want to have in place for your courses. You might want to have a numerical sequence that represent the order or "level" of the course. For example: CE-ETH100, CE-ETH204, CE-ETH361, CE-ETH431, etc.
     b. Course Title
        - Course titles should be limited to 25 characters long. *The Registrar's Office will abbreviate the title appropriately if it is too long.*
     c. Course Contact Hours and Grading
        - All courses will be built using contact hours vs. credit hours. Contact hours should include both in class and out of class hours to complete the course. For example, if offering a workshop style course for a full day, the contact hours may be 8 hours. If offering a course that spans over an entire semester, the contact hours may be 30 hours or more.
        - All courses will be graded using Satisfactory/Unsatisfactory (S/U) grades. These grades hold no GPA weight and indicate if the student completed the course or did not complete the course.
     d. Syllabi
        - Attach a syllabus for each new course following the guidelines outlined in the Handbook, Sec. 5.9.3.
     e. Certificate requirements
        - Non-credit certificate programs should have a set of required courses that are required to earn the certificate. Non-credit certificate programs will **NOT** be added to university catalogs. Programs will be required to maintain the information on their program webpages. The program requirements will be built in MUHUB so that students can track progress towards completion of the certificate.

4. Billing, Expenses, and Revenue Information:
- The standard charging structure will be based on "per contact hour" rate. Determine the per contact rate and multiple that by the number of contact hours for each course to get the total cost of the course.
- The expenses and revenue will be assigned to general ledger codes to manage these costs.

This form is used to request a certificate program where the courses are non-credit bearing. The completed proposal and supporting documentation should be submitted to the Registrar's office at regis@marian.edu.

General Information:

Name/Title of person submitting proposal			
College/School/Dept		Date	
Signature of Dean/Program Director			

Purpose of Proposal:

Nature of change: ☐ Add a new certificate program and/or courses
☐ Delete a current certificate program and/or courses
☐ Modify an existing program

Title of the Certificate				
Effective Term and Year	☐ Fall ☐ Spring ☐ Summer		Year	

Describe why the addition, deletion, or modification is necessary or desired.
[Enter justification here]

Admission Information:

What are the requirements for admission? Examples include: education attainment level requirement, professional experience requirement, references, background check (which is required if working directly with students under the age of 18 as a part of a Marian sponsored program), no requirements, etc.
[Enter admission requirements here]

Does this certificate lead to a professional license or preparation to sit for a professional licensing exam? If yes, please explain all criteria to meet the requirement(s) for the license and/or exam.
[Enter professional licensing information here]

Certificate Information:
Please complete the following section when requesting new certificates or modifying an existing certificate.

Description of the certificate if new or being modified.
[Enter certificate description here]

List all courses included in the certificate. *The description of the course should be included on the syllabus and will be*

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added to the course in MUHUB.

Course Number	Course Title (no more than 25 characters)	Contact Hours	Syllabus Attached?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

What are the requirements for successful completion of the certificate?
  [Enter certificate description here]

What is the "per contact hour rate" or entire program cost? (i.e. 1 hour = $XXX)
  [Enter rate information here]

What is the general ledger number expenses and revenue should be flow to?
[Provide general ledger number in this format: XX-XXX-XXX-XXXXXXX-XXXXX.]

Depending on the design of the non-certificate program, a financial proforma may be required. Please contact a *Financial Officer* in the Business and Finance Office to determine if this program will require a financial proforma.

To be completed by Financial Officer:

_____ Financial proforma not required   **_____ Financial proforma approved**

Financial Officer signature: _____ Date: _____

Office Use Only	Date	Notes/Rationale
Proposal received by Registrar's Office:		
Proposal returned for more information on:		
Proposal denied on:		
Proposal approved by the Registrar on:		
Proposal approved by the Provost's Office on:		
Proposal operationalized in Colleague:		
Proposal sent to APC for faculty notification:		

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