Guidelines for Provost’s Office Approval of Certificate Programs

Each year, the Higher Learning Commission requires each member institution to provide an update on organizational health through the Institutional Update. Starting with the 2011-2012 academic year, we are required to provide information on all credit-bearing certificates awarded by Purdue University.

This document was developed for the purpose of providing faculty and staff with the guidelines required by the Higher Learning Commission for approval of certificate programs and thus, approval by the Provost’s Office.

Please forward your certificate program proposal, which includes all of the required elements below, along with the appropriate and completed internal approvals (i.e., department, college, etc.) to Diane Beaudoin, Director of Assessment, Office of the Provost, beaudoin@purdue.edu.

Required elements

Title of Certificate:

Level (undergraduate, graduate, professional):

Proposed launch date:

Where offered (PWL, other specified location, distance):

CIP code:

Description of certificate program (2-3 sentences):

Is the certificate Title IV eligible?

Are the courses in the certificate program credit bearing?

Total credit hours:

Does the certificate program consist of 50% or more of courses developed or packaged specifically for the requested certificate program (i.e., the certificate is NOT a subset of courses from an existing degree program)?
Please list all courses that make up the certificate program. Include the course name, credit hours, and a brief description.

Briefly describe the nature of the certificate and any contractual or cooperative agreements with this certificate program. If you have partnered or contracted with a non-accredited entity either institution or corporation to offer courses (content or platform), identify the information or services provided by the entity and the percentage or portion of the educational program the entity is providing.

Briefly describe the necessary qualifications of the faculty teaching in this certificate program. How are these qualifications being met with new or additional faculty?

Briefly describe the processes for the assessment of student learning, such as: development and measurement of learning objectives.