# GUIDELINES FOR A STREAMLINED APPROVAL

# PROCESS FOR THE CERTIFICATE PROGRAM

# THAT IS A SUBSET

# OF A REGISTERED PROGRAM

OFFICE OF ACADEMIC AFFAIRS
THE CITY UNIVERSITY OF NEW YORK
JANUARY, 2001

# Guidelines for a Streamlined Approval Process
# for the Certificate Program that is a
# Subset of a Registered Program

## Introduction: The Review of Academic Programs

New academic programs that lead to the award of a degree or certificate are reviewed on several levels:

- College level. The program is reviewed by the faculty which, by virtue of its academic expertise, is entrusted by University By-laws with the responsibility for creating curricula. The administration, which is responsible for allocating the resources necessary for implementing curricula at the college also reviews the program.

- University level. The program is then reviewed by the Office of Academic Affairs and forwarded to the University Board of Trustees for its approval. The Board is vested with the statutory authority to request that The New York State Education Department (SED) register the program.

- State level. The New York State Education Department (SED) reviews the program to ensure compliance with State rules and regulations. When SED registers a program, it thereby certifies that the program meets all relevant state guidelines and standards.

Once the program is registered, the institution may publicize it and start recruiting students.

## The Approval and Registration Process

The approval and registration process is by necessity extremely thorough. Its purpose is similar to that served by the peer review process in the arenas of research and publication; each process ensures that the resulting product is of a high quality and consistent with academic standards of the relevant discipline. Individual colleges, the University, and the State have each developed procedures whereby new academic programs can be reviewed appropriately and advanced to the next step of the process.

It is now appropriate for the colleges and for the University to develop procedures for a streamlined approval process for one category of certificate program: the certificate in which the curriculum is a subset of an existing registered program at the institution. An abbreviated review is appropriate for this type of certificate because the curriculum of the registered program from which it is drawn has already been reviewed thoroughly and approved at the college, University, and State levels. **(Please see *The Revised Faculty Handbook for the Preparation of New Academic Programs* [2001] for information on the approval process for all other certificate programs.)**

# Submission Guidelines for a Streamlined Approval Process

After the proposed certificate program has been approved by campus governance, it can be forwarded to the Office of Academic Affairs.

- The abbreviated proposal (not to exceed five pages) must contain 1) a brief description of the program and its purpose; 2) a tabular presentation of all required courses and credits; 3) a brief discussion of the relationship of the program to existing programs at the college; 4) criteria for admission to the program; 5) projected enrollment; and 6) a statement that the college has the necessary resources to offer the proposed program without impacting negatively on its existing programs.

- The curriculum is presented in section AI of the University Report. It is introduced by an enabling resolution, and followed by an explanation. (See the sample below.) The explanation will state briefly the purpose of the proposed program, and will indicate that its curriculum is a subset of an existing registered program at the college, listing the title, HEGIS code, and 5-digit SED Program Code assigned to that program. It will also state that a proposal for the certificate program is on file in OAA.

- The proposed program will be presented as an information item to the Committee on Academic Policy, Program, and Research (CAPPR). It will be approved by the Board of Trustees as part of their approval of the Chancellor's and University Reports.

Sample University Report Entry

**Section AI: Special Actions**

Creation of a Certificate Program

**Resolved**, that a certificate program in _____ to be offered at College X be approved, subject to financial availability.

**Curriculum**
[List all courses, with title, number, and credits. List total number of credits required for the certificate, and any additional requirements that may exist.]

**Explanation:** [In a few sentences, state the purpose of the proposed program in general terms.] The curriculum for the above certificate program in _____ is a subset of the program in _____ leading to the award of the _____ degree that is currently offered at the college (SED Program Code: _____; HEGIS: _____).  Complete copies of the proposal for this program are on file and available for review in the Office of Academic Affairs.