

NSU New Certificate Program Request Guidelines

Nova Southeastern University's certificate programs are designed to meet the needs of emerging educational programs while simultaneously meeting the regulations for Federal Gainful Employment (GE). The development of new certificate programs is facilitated by the Office of Academic Quality, Assessment, and Accreditation (AQAA) who provides support and counsel for academic colleges seeking approval of proposals. It is the only process permitted by the Board of Trustees for the approval of substantially new academic certificate programs.

Certificate program Proposal Development: The U.S. Department of Education requires disclosures and reporting on certificate programs. Compliance with these requirements is essential for continuing eligibility for federal financial aid and university accreditation. In order to ensure timely reporting, all requests for new certificate programs must include the following:

- A. The following information must be included in the proposal and via the Gainful Employment form, accessible at <https://www.nova.edu/academic-affairs/new-programs/forms/gainful-employment-form.pdf>
 1. Name of the certificate program. In accordance with the GE regulations, the proposed certificate program **must lead to one of the occupations listed in the database of approved Standard Occupational Classifications**, located at <https://www.onetonline.org/find/result?s=SOC&a=1>. Indicate the name of occupation and number from this website's list.
 2. The prospective certificate program start date. (This date must be aligned with the NSU approved academic calendar). **Please note that upon approval from SACSCOC and state licensure if applicable, we must provide notification to the U. S. Department of Education (DOE) 90 days before the first day of class.**
 3. Which Classification of Instructional Programs (CIP) Code will provide the most accurate description for the tracking and reporting of the certificate program to the Department of Education (ED). These can be located at: <https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>. Indicate the CIP code selected.
 4. A description of how the program determined the need for the certificate program and how the program was designed to meet that need. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. These four questions must be addressed:
 - a. How was the need for the certificate program determined?
 - b. How was the certificate program reviewed or approved?
 - How the program was reviewed or approved by, or developed

in conjunction with, business advisory committees, program integrity boards, regulatory agencies, or businesses that would likely employ graduates from the program.

- c. How was the certificate program designed to meet the market need?
 - Information regarding the targeted students and employers
 - d. Describe how the wage analysis was conducted and the findings.
5. Accrediting agency approval and/or State licensure/agency approval (where applicable).
 6. Number of credits needed to complete certificate program.
 7. The length of the certificate program number of months. Certificate programs must be a minimum of one (1) academic year, which NSU has defined as at least 30 weeks in length.

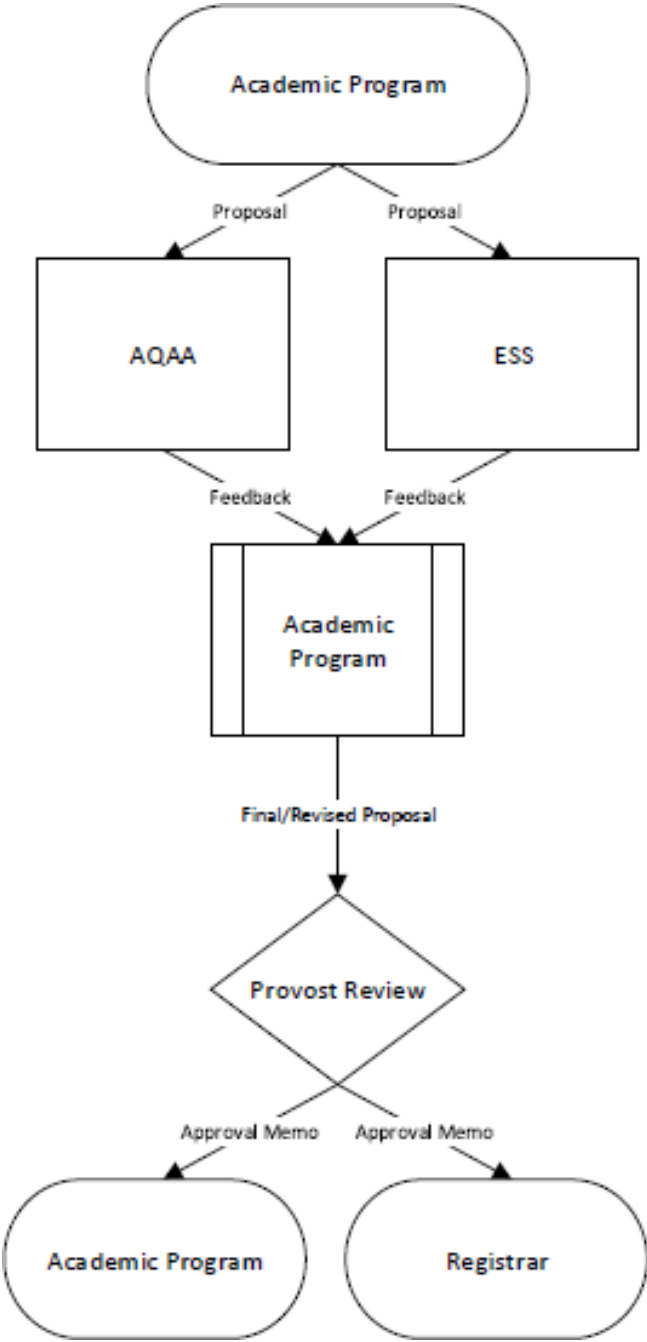
B. Additional information to include in the proposal:

1. The admissions requirements for the certificate program.
2. The certificate program level (baccalaureate, masters, etc.).
3. A completed Budget Form, which may be found under “Related Links” here <https://www.nova.edu/academic-affairs/new-programs/index.html>
4. A faculty roster using the provided template (Appendix A).
5. The curriculum, including course descriptions, credit hours, and learning outcomes.
6. How will the certificate program be offered (online or ground-based)?
7. If the certificate program is offered as a ground-based program, list the locations and/or the regional campuses.

C. Required after the Provost’s approval and before submission to DOE.

1. Provost approval memo to proceed with creation of certificate
2. Letter from SACSCOC confirming that the certificate program is offered and falls under the university’s accreditation.
3. Approval letter from State licensure or accrediting agency (where applicable)

Certificate Program Review and Approval: The new program certificate program approval process is outlined in the New Certificate Proposal Flowchart.



New Certificate program Signature Page

Certificate Program Name: _____

Office of Academic Quality, Assessment, and Accreditation:
COMMENT:

Signature

Print Name and Title

Date

Office of Vice President for Finance
COMMENT:

Signature

Print Name and Title

Date

Office of Vice President for Enrollment and Student Services
COMMENT:

Signature

Print Name and Title

Date

Provost and Executive Vice President for Academic Affairs

COMMENT:

Signature

Print Name and Title

Date

Appendix A

Roster of Instructional Staff

Guidelines for Reporting Qualifications of Full-Time and Part-Time Faculty

Guidelines for Reporting Qualifications of Full-Time and Part-Time Faculty

Name of Institution

Name of Academic Area, Discipline, Department/School

Academic Term(s) Included

Date Form Completed

Instructions: Please provide information for all full-time and part-time faculty teaching credit courses during the time-period requested by Commission staff. Full-time faculty members are defined as those whose major employment is with the institution; whose primary assignments are in teaching and/or research; and whose employment is based on a contract for full-time employees. Faculty should be grouped by departments or disciplines (do not group by broad areas such as social sciences or humanities). For a faculty member with teaching assignments in more than one department or discipline, list the faculty member in every department or discipline in which he/she teaches. **Column One.** Provide the name of the faculty member and indicate full or part time status. **Column Two.** List from the catalog the course prefix, course number, and course title of all credit courses taught. If appropriate for establishing the relationship between the course and the faculty member's qualifications, provide the course description as well. If the institution offers graduate courses, indicate whether the course is undergraduate (**U**) or graduate (**G**). Associate degree granting institutions offering terminal degree programs should indicate whether the courses are Transfer (**T**) or Non-Transfer (**N**). **Column Three.** List each academic degree earned by the faculty member and indicate the discipline (concentration or major) of each degree; the institution which awarded the degree; and the total number of graduate semester hours earned in each discipline in which courses have been (or will be) taught. **Column Four.** Specify qualifications such as diplomas or certificates earned (with field indicated), related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements (such as publications or papers presented) that contribute to effective teaching and student learning outcomes. Make clear the relationship between these qualifications and the content of the courses assigned to the faculty member.

1	2	3	4
Name	Courses Taught	Academic Degrees Earned	Other Qualifications