Graduate Certificate Proposal Form

Save blank form to your desktop, then fill in fields. Send electronic version to barnesk@usf.edu. Submit original, signed copy to Graduate Certificates, SVC1072. (College of Education must first submit to Lora Crider, EDU 105).

Name of Graduate Certificate: _____ Date:_____

College: _____ Department: _____

CONTACTS

Position	Name	Phone	E-mail Address	Location	Mail Point
Grad Cert Director					
Advisor					
Admin. Asst.					

ACADEMIC REQUIREMENTS

Total Credit Hours Required: _____

Implementation Date: _____

Expected Enrollment: _____

Time Limit for Completion: _____

Other programs this graduate certificate links to: _____

CURRICULUM

List graduate certificate courses. For new courses, attach a copy of the online graduate course proposal form, the graduate curriculum approval form, and the course syllabus.

Course #	Title/Credits	Faculty Member	Delivery Method	Required or Elective	New or Existing	Part of Other grad Cert?

CATALOG ENTRY

Course location/delivery: _____

Brief description:

Credit toward graduate degree: Up to 12 hours of certificate course credits may be applied to a graduate degree with departmental approval.

Transfer Credit: Non-degree seeking students and transfer students may apply one course to a graduate certificate with department approval.

Standardized tests: _____

Admission requirements:
Degree: _____ GPA: _____

Prerequisite courses (list specific courses or a certain number of credits in a discipline):

_____

Application Process:
☐ Official Transcripts ☐ Resume ☐ Letter of Interest ☐ Other: _____

Registration Process:

- First, consult with the certificate program advisor and obtain an electronic course permit if necessary. Then go to www.bit.ly/USF-oasis, the link to OASIS, USF's on-line registration system.
- Follow directions given online.
- To access online course materials, students must have the USF NetID (e-mail account). Please visit: www.bit.ly/USF-ID to obtain the NetID.

New students, including those studying online, may obtain the USFCard.
Please visit: www.bit.ly/USF-card to obtain the USFCard.

Tuition and Fees: (Text for this area will be inserted based on the type of certificate selected from the drop-down list below.)

Financial Aid: Non-degree seeking students are not eligible for financial aid. Please contact private lenders for information on the types of student loans available.

JUSTIFICATION

Purpose: Describe the nature of the graduate certificate program, its primary goals, why it is needed and how it is unique.

Benefits: Describe how this graduate certificate will benefit students, the department, the university and the community.

Marketing/Outreach: Describe your target market.

Competition: List other schools where a similar program is offered and how the courses are delivered, i.e. traditional, partially online, fully online, alternative calendar, etc.

University	Location	Name of Grad Cert	Delivery Method

Funding: On a separate sheet, detail costs associated with the start-up and operation of the proposed graduate certificate (faculty, staff, equipment, space etc.). Attach a letter of resource support from your department chair/college dean to the signed proposal.

Position	Name	Signature	Date
Department Chair			
College Committee Chair			
College Assoc. Dean			
Graduate Council Chair			
Graduate Certificates	Kathleen H. Barnes		