

**NEW MINOR AND CERTIFICATE PROGRAM PROPOSALS – SEMESTERS**  
**January 2012**

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**Academic Minor programs at Ohio University**

1. Provide a significant academic experience within a single discipline
    - a. Minimum of 15 semester credits, maximum of 24 semester credits
  2. Are open to any student pursuing a baccalaureate program at the University
  3. Must include at least 2 courses at the junior level or above
  4. Are administered by a single academic unit and generally consist of courses from that unit.
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**Academic Certificates at Ohio University**

- 1) Provide a significant interdisciplinary academic experience intended to complement a major program of study, broaden career possibilities, or allow students to study an area of interest from a variety of perspectives.  
**Or**  
Provide an opportunity for skill development or achievement of certification for non-traditional students (who are not required to be actively pursuing a major program of study at the university), often in the workforce. May be related to external agency licensure, endorsements, or certifications.
- 2) Can be designed for undergraduate students, graduate students, or non-degree students.
  - **Undergraduate certificates:** Minimum of 15 semester credits, no maximum
  - **Graduate certificates:** Minimum of 14 semester credits, maximum of 20 semester credits
- 3) Normally require courses from more than one discipline (except for specialized certificates designed for non-traditional students), and must include at least 2 courses at the junior level or above (for undergraduate certificates).

**Note 1:** The departments or schools represented in the certificate should normally be co-proposers of the certificate, or at least be included as patron departments in the approval chain for the certificate.

**Note 2:** If no certificate or other credential will be awarded by Ohio University but the department or school needs a program code for tracking purposes, please submit an administrative request to the chair of the programs committee for direct action. There is no need for a new program proposal.

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### **New Minor and Certificate Proposal Guidelines:**

Proposals will be submitted based on the instructions posted on the UCC website. New proposals must include:

- Title of Minor or Certificate Program, Administrative unit proposing program, Date of submission
- A brief (< 250 word) statement summarizing the **need** for the program (including the estimated demand for the program), distinguishing features of **the curriculum** including the total credit hour requirements, a summary of **resource needs** (highlighting any new faculty, space, or financial needs), and the **date of proposed implementation**.
- Required additional details
  - the criteria for admission into the program
  - details of the proposed curriculum including required courses, elective courses, selective courses and whether there are any significant prerequisites for the required courses that effectively increase the total number of courses required
  - details for any significant new resource needs, including faculty headcount or workload, space, equipment, or financial resources.
  - Explanation of special cases, for example when a minor program is being proposed by a school or department without a corresponding major program, or if a certificate is being proposed with courses from a single department or school, or is of type 3 defined above.
- The following details are not required for all proposals, but may be requested by the programs committee or UCC if there are questions about the program proposal.
  - data or evidence demonstrating the need for the minor or certificate program,
  - a discussion of how the proposed program aligns with the current vision for the university
  - additional evidence concerning resources (faculty, space, budget)
  - information on the administration of the program
- Identify patron departments to be part of the approval chain
  - From Discipline Chairs participating as proposers of the program
  - From Discipline Chairs where courses must be taken but are not participating as proposers of the program

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### **Changes to minors or certificate programs**

For changes to minors or certificates, please use the standard form and process for program changes.