1. Certificate Title:
2. Contact person:

College:

Department/School:

Telephone: 239-       
Email:

1. Briefly describe the proposed Certificate. How does it relate to existing programs and mission/goals of sponsoring unit?

1. Effective date: Fall 20

Changes are effective in the fall of the year. Exceptions are approved only in unusual circumstances with adequate justification.

1. Briefly explain the rationale for the proposed Certificate.

Link the proposed Certificate to assessment and institutional effectiveness activities (feedback from students, market demands, program evaluation, resource allocation, etc.). Identify anticipated enrollment in first and fifth year if a new certificate.

1. New courses:

No new courses are required.

New courses are needed. List prefix/number/title below. Complete a **Course Add Form** for each course in the Curriculum Management System (CMS) <https://midas.fgcu.edu/acadaff/scns/>.

1. Change to existing courses:

No existing courses are being changed.

Existing courses are being changed. List prefix/number/title below. Complete a **Course Change Form** for each in the CMS - <https://midas.fgcu.edu/acadaff/scns/>.

1. Termination of existing courses:

No existing courses are being deleted from the FGCU course inventory.

Courses are being terminated. List prefix/number/title below. Complete a **Course Terminate Form** for each course in the CMS - <https://midas.fgcu.edu/acadaff/scns/>

1. Describe additional library resources needed to support this proposed Certificate (i.e., journals, databases, e-books, archival materials). Please consult the corresponding subject librarian and submit email correspondence demonstrating that the librarian was notified/consulted and supports the faculty response regarding additional library resources.

1. Describe additional faculty resources needed to support this proposed Certificate. Explain rationale for response, even if answer is None.   
   Will additional sections of existing courses be added? If new courses are added, how will existing resources be adjusted to cover these courses?
2. Describe additional technology, facility, laboratory, or other resources needed to support this proposed Certificate. Explain rationale for response, even if answer is None.

1. What impact does the proposed or revised Certificate have on other colleges, units, or programs?

1. Does another department or unit provide related expertise or offer similar courses?Please search current online academic catalog to determine if other colleges, units, or programs use courses that are part of this proposal and need to be notified/consulted regarding any changes  
    No  Yes***If yes***, list the department(s) below and submit email correspondence demonstrating the other department was notified/consulted and supports the proposed changesDepartment/Unit:
2. What impact will the proposed changes have on **current students**? Please explain and indicate if retroactive changes to Degree Audits for up to three years prior are being requested as part of this proposal.

1. Catalog copy:

Please see Instructions below.

**APPROVALS** (required prior to submission)

Department Chair/Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Curriculum Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Instructions:***

* **Certificate Proposal:** Use this form to submit all non-policy changes that impact the “footprint” of the graduate certificate
* **Catalog copy:** Submit an updated (or new) catalog copy with proposed revisions
* Use the current Academic Year Catalog which is available at <http://www.fgcu.edu/catalog/>
* Select Graduate Programs
* Find the Program
* Click “Print Program Details”
* Copy and paste catalog copy into a Word document
* Turn on the Track Changes function (be sure that both additions and deletions appear)
* Update the catalog year and make edits to reflect proposed curriculum changes
* Identify a new course in the catalog with the suggested title, suggested prefix and course level, plus XXX with the suggested number in parenthesis, e.g. ART 6XXX (6123)
* Save as a Word document
* **Materials Deadline- May 31st:** Submit the following to Lucero Carvajal, ACS, no later than May 31 for possible implementation the following year:
  + - This form--electronic or hard copy with all required signatures
    - Color, tracked revisions to catalog copy—electronic or hard copy
    - Word version of the tracked catalog copy via email
* **Curriculum Management System/Statewide Course Numbering System:** All changes to courses are completed via the Curriculum Management System (CMS) <https://midas.fgcu.edu/cms/> Login is needed
  + In CMS, a new course is requested by entering the suggested title and suggested prefix/number with no XXX
  + See instructions in CMS for selecting an appropriate suggested prefix/number
  + To select a proposed prefix/course number Browse Courses on the Statewide Course Numbering System (SCNS) [https://flscns.fldoe.org/](https://flscns.fldoe.org/PbInstituteCourseSearch.aspx) No login is needed
  + When final approval for the course prefix/number is received from SCNS, the catalog copy will be updated