

Program Change Request

New Proposal

Date Submitted: 03/27/24 3:00 pm

Viewing: : **Graduate Certificate**

Last edit: 04/11/24 3:23 pm

Changes proposed by: Allison McKinney

In Workflow

1. **U Program Review**
2. **1913 Head**
3. **KS Dean**
4. **University Librarian**
5. **Grad_College**
6. **COTE Programs**
7. **Provost**
8. **Senate EPC**
9. Senate
10. U Senate Conf
11. DMI

Approval Path

1. 03/28/24 2:13 pm
Emily Stuby
(eastuby):
Approved for U
Program Review
2. 03/28/24 3:56 pm
Mary Lowry
(lowry): Approved
for 1913 Head
3. 03/28/24 7:44 pm
Allison McKinney
(agrindly):
Approved for KS
Dean
4. 03/29/24 4:06 pm
Claire Stewart
(clairest):
Approved for
University
Librarian
5. 04/10/24 2:10 pm
Allison McKinney
(agrindly):
Approved for
Grad_College

- 6. 04/10/24 3:18 pm
Suzanne Lee
(suzannel):
Approved for
COTE Programs
- 7. 04/11/24 8:01 am
Brooke Newell
(bsnewell):
Approved for
Provost

Proposal Type

Proposal Type:
Degree (ex. BS, MS)

Administration Details

Official Program Name Graduate Certificate

Diploma Title Graduate Certificate

Sponsor College Graduate College

Sponsor Department Graduate College Programs

Sponsor Name Wojtek Chodzko-Zajko

Sponsor Email wojtek@illinois.edu

College Contact Allison McKinney

College Contact
Email

agrindly@illinois.edu

College Budget Officer Catherine Ocen

College Budget Officer Email ocen@illinois.edu

List the role for rollbacks (which role will edit the proposal on questions from EPC, e.g., Dept Head or Initiator) and/or any additional stakeholders. Purpose: List here who will do the editing work if proposal needs rolled back. And any other stakeholders.

Does this program have inter-departmental administration?

No

Proposal Title

Effective Catalog Fall 2024
Term

Proposal Title (either Establish/Revise/Eliminate the Degree Name in Program Name in the College of XXXX, i.e., Establish the Bachelor of Science in Entomology in the College of Liberals Art and Sciences, include the Graduate College for Grad Programs)

Establish the Graduate Certificate degree in the Graduate College

Does this proposal have any related proposals that will also be revised during the next 6 weeks? Consider Majors, Minors, Concentrations & Joint Programs in your department. Please know that this information is used administratively to move related proposals through workflow efficiently. Example: If you are revising the BS proposal and one related concentration within the next 6 weeks, "This BS proposal (key 567) is related to the Concentration A proposal (key 145)."

Program Justification

Provide a brief justification of the program, including highlights of the program objectives, and the careers, occupations, or further educational opportunities for which the program will prepare graduates, when appropriate.

This proposal contains two components:

- (1) Rename the Campus Graduate Certificate.
- (2) Address policy language for Graduate Certificates.

(1) This name change from Campus Graduate Certificate to Graduate Certificate requires a new record in the CIM-P system to accommodate system-wide technical needs that impact all three campuses. This proposal will create a new degree record for use with the title "Graduate Certificate" instead of "Campus Graduate Certificate".

The original proposal (EP.20.167) to establish a transcribed certificate at the Graduate level attempted to acknowledge and differentiate the options for graduate certificates by categorizing the transcribed certificates as "Campus Graduate Certificate" and the non-transcribed certificates as "College Graduate Certificates". We have received feedback from students, faculty and staff that indicates that the term "Campus" introduces confusion to students and potential applicants as it implies that the Certificates are delivered "on-campus". The Graduate College agrees and is requesting to remove the word "Campus" from the Graduate Certificate degree name. The degree name "Graduate Certificate" is more commonly used on websites and program materials.

Units who are offering certificates (non-transcribed) typically are doing so to a non-degree audience and we have found no use of the terminology "College Graduate Certificate" outside of the original proposal. These units also using the term "graduate certificate". From a marketing perspective, it has been demonstrated that learners that are seeking these types of educational opportunities most closely identify those experiences with the term "certificate".

The significant differences between the transcribed Graduate Certificate and the non-transcribed graduate certificate are:

Transcribed Graduate Certificate programs are eligible for financial aid.

Transcribed Graduate Certificates are awarded like any other degree (notation on transcript and diploma issued).

Transcribed Graduate Certificate programs are subject to the standard governance review and approval process.

Non-transcribed graduate certificates are managed at the local level and usually targeted towards non-degree audiences.

(2) Policy Statement Amendment for EP.20.167

Additionally, we have included revisions to the policy statement for Graduate Certificates. Following approval of EP.20.167, the Graduate College formed a implementation team that included representatives from the following units: Office of the Registrar, Office of the Provost, DMI, Office of Financial Aid. The work of that team during Summer 2020 resulted in clarification that corrected some of the original information included in EP.20.167. The following corrections were made and appropriate policy language was established in the Graduate College Handbook:

1. Graduate Certificate students are degree seeking students. References to non-degree students/non-degree program were removed.
2. The Graduate Certificate degree program would be treated as any other degree seeking program, including enrollment requirements. Specifically, students in degree seeking programs who wish to pursue an additional degree must follow the established dual degree procedures outlined by the Graduate College. This process mirrors the same process that doctoral students use to earn a masters degree en route to their doctoral degree. This process allows for students in masters or doctoral programs to earn a Graduate Certificate while they pursue their primary program.
3. The policy language was updated to clarify admission requirements, clarifying bachelor's degree requirements and requirements for English proficiency.

We have included the revised policy text in the EP Documentation Section of this proposal. This policy language reflects current practice.

Instructional Resources

Will there be any reduction in other course offerings, programs or concentrations by your department as a result of this new program/proposed change?

No

Does this new program/proposed change result in the replacement of another program?

No

Does the program include other courses/subjects outside of the sponsoring department impacted by the creation/revision of this program?

No

Plan to Assess and Improve Student Learning

Is the career/profession for graduates of this program regulated by the State of Illinois?

No

Program Features

Academic Level Graduate

What is the typical time to completion of this program?

1 year

What are the minimum Total Credit Hours required for this program?

12

What is the 2.75
required GPA?

Is This a Teacher Certification Program?

No

Will specialized accreditation be sought for this program?

No

Delivery Method

This program is
available:

On Campus and Online - 2 program types. Students can receive the entire program either on campus or online. Students can choose to take courses in either modality.

Describe the use of this delivery method:

Each individual Graduate Certificate program proposal will outline it's desired delivery method.

Budget

Will the program or revision require staffing (faculty, advisors, etc.)
beyond what is currently available?

No

Additional Budget
Information

Attach File(s)

Financial Resources

How does the unit intend to financially support this proposal?

Each individual Graduate Certificate program proposal will outline it's own budgetary plan.

Will the unit need to seek campus or other external resources?

No

Attach letters of support

Library Resources

Describe your proposal's impact on the University Library's resources, collections, and services. If necessary please consult with the appropriate disciplinary specialist within the University Library.

None

EP Documentation

EP Control Number EP.24.119

Attach Rollback/Approval Notices [Revised Policy Statement .docx](#)
[Letters of Support.pdf](#)

This proposal requires HLC inquiry No

DMI Documentation

Attach Final Approval Notices

Banner/Codebook Name

Program Code:

Minor Code	Conc Code	Degree Code	Major Code
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Senate Approval Date

Senate
Conference
Approval Date

BOT Approval
Date

IBHE Approval
Date

HLC Approval
Date

DOE Approval
Date

Effective Date:

Attached
Document

Justification for
this request

Program Reviewer
Comments

Revised Policy Statement

The Graduate Certificate is a transcribed post-baccalaureate credential designed to allow prospective students the opportunity to enhance their skills and career potential through a coherent set of courses focused on a specific subject in a format that does not require commitment to a full graduate-level degree program.

Admission Requirements

The Graduate Certificate is only available for certificate student enrollment. Applicants must apply for admission to a specific Graduate Certificate program. Admission requirements are set by the academic unit administering the Graduate Certificate program, but must at least meet the campus graduate certificate admissions criteria, which requires a Bachelor's degree from a regionally accredited college in the United States or a comparable degree from a recognized institution of higher learning abroad and English proficiency. Individual programs may set admission requirements for GPA, and/or specific prerequisite coursework, though none are specifically required by the Graduate College for Graduate Certificate admission.

Program Requirements

The Graduate Certificate is earned through successful completion of a pre-defined program of graduate level courses comprising a total of at least twelve credit hours and at least ten weeks of instruction. All courses required by a Campus Graduate Certificate must be at the graduate level, listed at the 400-level or higher. A minimum cumulative GPA of 2.75 will be required for awarding of the Graduate Certificate.

No transfer credit from another institution may be used to satisfy the requirements for a Graduate Certificate.

The Graduate Certificate program must be completed within two years of admission, to ensure that the coursework is current and relevant to the learning outcomes of the program.

Credit hours earned towards a Graduate Certificate may be used, in part or in whole, toward no more than one graduate degree program, at the discretion of the graduate degree program. Admission into a Graduate Certificate program does not imply admission into a graduate degree program. Students completing a Graduate Certificate must still apply to and be admitted into a graduate degree program before any credit hours earned through the Graduate Certificate can contribute toward a graduate degree. Completion of a graduate degree program requires enrollment for a minimum of one semester in the graduate degree program as a degree seeking student.

Graduate Certificates will be awarded at the end of each traditional semester (Fall, Spring, Summer) following the campus graduate degree conferral schedule. Students are issued a Certificate Diploma by the Office of the Registrar as well as receiving a credential notation on their transcripts.

Letters of support from each of the units that currently offer a Graduate Certificate program, or have one in the approval process are included below.

1. College of Agricultural, Consumer and Environmental Sciences
2. College of Fine and Applied Arts
3. School of Labor and Employment Relations
4. College of Education
5. Gies College of Business
6. Computer Science (with copy to Grainger College Office)

From: [Ball, Anna Leigh](#)
To: [McKinney, Allison Ann](#)
Cc: [Korte, Debra](#); [Gregg, Brianna J](#)
Subject: Establish a Graduate Certificate Degree in the Graduate College
Date: Tuesday, April 9, 2024 10:44:01 AM
Attachments: [image007.png](#)

Dear Asst. Dean McKinney-

The Graduate College has consulted with appropriate staff in the College of ACES to discuss the proposal to Establish a Graduate Certificate degree in the Graduate College. Establishing this new degree type allows for the following changes to occur:

1. The diploma issued to students will state "Graduate Certificate" instead of "Certificate"
2. Renaming from "Campus Graduate Certificate" to "Graduate Certificate"

The College of ACES is in support of the above changes.

Anna

ANNA BALL

Associate Dean for Academic Programs

College of Agricultural, Consumer, and Environmental Sciences
University of Illinois at Urbana-Champaign
124 Mumford Hall | M/C 710
Urbana, IL 61801
217.244.0247 | aball@illinois.edu
www.aces.illinois.edu



Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.

From: [Turner, Nicole Marion Landwehr](#)
To: [McKinney, Allison Ann](#)
Subject: RE: Statements of Support for Graduate Certificate Changes
Date: Thursday, April 4, 2024 11:36:02 AM
Attachments: [image001.png](#)
[image002.png](#)

Dear Allison,

The Graduate College has consulted with appropriate staff in the School of Architecture and the School of Art and Design to discuss the proposal to Establish a Graduate Certificate degree in the Graduate College. Establishing this new degree type allows for the following changes to occur:

1. The diploma issued to students will state “Graduate Certificate” instead of “Certificate”
2. Renaming from “Campus Graduate Certificate” to “Graduate Certificate”

The College of Fine and Applied Arts, including the School of Architecture and the School of Art and Design, is in support of the above changes.

Best,
Nicole

Nicole Turner, Ph.D. 

Sr. Assistant Dean for Academic Programs and International Education

College of Fine & Applied Arts
University of Illinois at Urbana-Champaign
110 Architecture Bldg, M/C 622
608 E Lorado Taft Dr | Champaign, IL 61820
217.300.2602 | nicturn@illinois.edu | faa.illinois.edu
Schedule BSSD advising appointments at <https://my.faa.illinois.edu/advising/>.

I ILLINOIS

Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.

From: McKinney, Allison Ann <agrindly@illinois.edu>
Sent: Thursday, April 4, 2024 12:11 PM
To: Brantner, Amanda M <amandab@illinois.edu>; Gopalakrishnan, Sangeetha <gsangee@illinois.edu>; Haycraft Smothers, Eden <ehaycra@illinois.edu>; Seimetz, Rachel Lynn <chleban1@illinois.edu>; Turner, Nicole Marion Landwehr <nicturn@illinois.edu>; Korte, Debra <dkorte@illinois.edu>; Kudaligama, Viveka Perera <kudaliga@illinois.edu>; Gregg, Brianna J <bjgray2@illinois.edu>
Cc: Newell, Brooke <bsnewell@illinois.edu>

From: [Fulmer, Ingrid](#)
To: [McKinney, Allison Ann](#)
Cc: [Haycraft Smothers, Eden](#); [Barker, Elizabeth A](#); [Lamare, James Ryan](#)
Subject: Statement of Support for Graduate Certificate Changes
Date: Friday, April 5, 2024 3:32:32 PM
Attachments: [image001.png](#)

Dear Allison,

The Graduate College has consulted with appropriate staff in the School of Labor and Employment Relations (LER) to discuss the proposal to Establish a Graduate Certificate degree in the Graduate College. Establishing this new degree type allows for the following changes to occur:

1. The diploma issued to students will state "Graduate Certificate" instead of "Certificate"
2. Renaming from "Campus Graduate Certificate" to "Graduate Certificate"

LER is in support of the above changes.

Best regards,

Ingrid Fulmer

Ingrid Fulmer
Dean
Milton and Zelda Derber Professor
School of Labor and Employment Relations
University of Illinois Urbana-Champaign
504 East Armory Avenue
Champaign, IL 61820
if85@illinois.edu
ler.illinois.edu





UNIVERSITY OF
ILLINOIS
URBANA-CHAMPAIGN

College of Education

Office of the Dean
38 Education Building, MC-708
1310 S. Sixth St.
Champaign, IL 61820

April 8, 2024

Allison McKinney
Assistant Dean
Graduate College
University of Illinois Urbana-Champaign

Dear Assistant Dean McKinney,

The Graduate College has consulted with appropriate staff in the College of Education to discuss the proposal to establish a Graduate Certificate degree in the Graduate College. Establishing this new degree type allows for the following changes to occur:

1. The diploma issued to students will state "Graduate Certificate" instead of "Certificate".
2. Renaming from "Campus Graduate Certificate" to "Graduate Certificate".

The College of Education is in support of the above changes.

Sincerely,

A handwritten signature in cursive script that reads "C. Mouza".

Chrystalla Mouza
Dean and Gutsell Professor



April 9, 2024

To Whom it May Concern:

The Graduate College has consulted with appropriate staff in Gies College of Business to discuss the proposal to Establish a Graduate Certificate degree in the Graduate College. Establishing this new degree type allows for the following changes to occur:

1. The diploma issued to students will state "Graduate Certificate" instead of "Certificate"
2. Renaming from "Campus Graduate Certificate" to "Graduate Certificate"

Gies College of Business is in support of the above changes.

Sincerely,

W. Brooke Elliott

Executive Associate Dean of Academic Programs and EY Distinguished Professor in Accounting
Gies College of Business
University of Illinois at Urbana-Champaign

From: [Amato, Nancy](#)
To: [McKinney, Allison Ann](#)
Cc: [Kudaligama, Viveka Perera](#); [Johnston, Celia](#); [Williams, Tiffani L](#); [Gunter, Elsa](#); [Markowicz, Marta](#); [Bodony, Daniel J](#)
Subject: transcribed graduate certificate terminology - support from CS regarding iCAN Graduate Certificate changes
Date: Wednesday, April 10, 2024 11:16:37 AM

(resend with the correct cc list)

Hi Allison,

The Graduate College has consulted with appropriate staff in the Department of Computer Science to discuss the proposal to Establish a Graduate Certificate degree in the Graduate College. Establishing this new degree type allows for the following changes to occur:

1. The diploma issued to students will state “Graduate Certificate” instead of “Certificate”
2. Renaming from “Campus Graduate Certificate” to “Graduate Certificate”

Computer Science is in support of the above changes.

Please let us know if you need anything else from CS regarding this change.

Thanks,

-Nancy

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++++
Nancy M. Amato
Abel Bliss Professor and Head, Department of Computer Science
University of Illinois at Urbana-Champaign
2232 Siebel Center, 201 N. Goodwin Ave., Urbana IL 61801
+1-217-333-3426, namato@illinois.edu
head@cs.illinois.edu (for scheduling or administrative contact)
++++

PS. We have some great postdoc openings: the department's Future Faculty Fellows program (<https://go.cs.illinois.edu/fff>)

PPS. Check out iCAN (Illinois Computing Accelerator for Non-Specialists), a 1-year program for non-computing college graduates. A bridge to a career in tech or grad studies. Applications for our 4th cohort are open now!
<http://cs.illinois.edu/ican>