Certificate Guidelines for Drexel University

Drexel University has instituted mandatory guidelines related to the creation and delivery of all certificate programs to fulfill Drexel University academic standards and meet federal policies. It is Drexel's goal to create and deliver certificate programs of the highest quality and relevancy to current and future employment climates. Federal guidelines for financial aid eligibility are directly related to the academic integrity and relevance of each certificate program, the ability to be gainfully employed upon completion of the program, and the tracking of data related to the program. All certificates at Drexel, regardless of financial aid eligibility, are reviewed under the same criteria.

This document describes the approval process for the development of new certificate programs or the modification of existing certificate programs. The guidelines also describe program requirements as well as the naming conventions and the criteria for approval.

CREDITS
Certificates must be a minimum 9 credits for Graduate Certificates and 18 credits for Undergraduate Certificates.

CODING AND NAMING CONVENTIONS

Levels

- Certificates that require a secondary school diploma for admission will be coded as a Certificate (CERT)
- Certificates that require a bachelor's degree for admission will be coded as a Post Baccalaureate Certificate (PBC)
- Certificates that require a Master's degree or higher for admission will be coded as a Post Master's Certificate (PMC)

PROGRAM PROPOSAL REQUIREMENTS

The following must be provided for the submission of Program Proposals.

Program Information

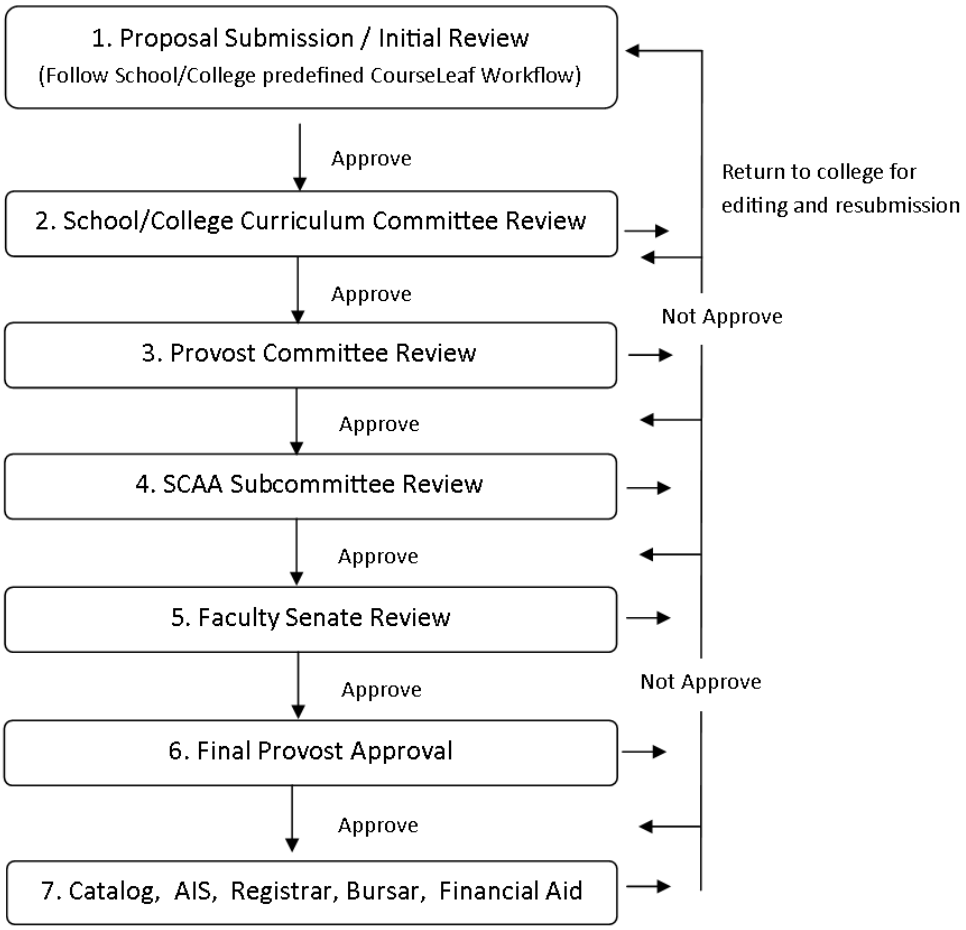
- Certificate Level: Graduate / Undergraduate
- Admission Requirements: High School Diploma / Bachelor's degree / Master's degree
- Certificate Type: Graduate/Undergraduate
- Number of Credits to Completion:
- Instructional Delivery: Face-to-Face / Online / Hybrid (choose all that apply)
- Calendar Type: Quarter / Semester
- Time to Completion (refer to plan of study): # years (Full-Time and/or Part-Time) (refer to model plans of study)
- Financial Aid Eligibility: Requesting as aid-eligible / not aid eligible
- Catalog Description
- Full-Time (FT) and/or Part-Time (PT)
- Clearly defined admissions requirements
- Classification of Instructional Programs (CIP) and Standard Occupational Classification (SOC) Codes
- Other narrative information

Required documentation

(See actual CourseLeaf form regarding additional documents that may be required)

- Model Plans of Study – (Full-Time and/or Part-Time)
- Budget – P&L Statements based on anticipated enrollments
- Market Analysis
- Gainful Employment Analysis – Demonstration that certificate provides a clear path to job advancement and plan for obtaining job placement information
- Course and Program level outcomes

COURSELEAF SUBMISSION STEPS



1. Program Proposal is entered into CourseLeaf and reviewed following college/school's predetermined workflow (set up with AIS).
2. College/School curriculum committee review.
3. Provost Committee reviews proposal. Roles and responsibilities of the committee include:
   - **Office of the Provost** – initial review, final review and approval, meets the academic integrity of catalog contents description, and employment outcomes, and Program Plan.
   - **Registrar** – responsible for identifying academic naming conventions and Banner coding (in association with AIS). Confirm enrollment and registration procedures with associated Plans of Study.
   - **Finance** – Budget analysis
   - **Financial aid** – determine eligibility for federal funding and add programs to the Department of Education Program Participation agreement, if applicable

- **Bursar** – verify Banner coding and accurate term/semester billing as identified by the program
- **Enrollment Management** – develop communications plan to coordinate catalog descriptions, marketing material, and outside communications for these programs
- **Admissions** – establish admissions practices for enrollment into these programs and notification to students
- **Institutional Research** – assemble information and data from each unit to assure proper reporting for each certificate program

- All certificate programs are considered in the review process with the following criteria:
  - Market analysis and business plan including project enrollments for the program. Market analyses are based on a thorough evaluation of BLS statistics that can be done in consultation with the Office of the Provost and the Office of Enrollment Management and Student Success.
  - Budget analysis
  - Anticipated placement of graduates
    - Must provide a clear pathway to a positive employment outcome.
    - Mechanisms in place for tracking students' employment trajectory and other parameters after graduation must be defined.
    - Track indebtedness and placement percentages within the specific designated pathway(s) to employment
  - Number of credits to complete the certificate program must be disclosed, as well as time to complete (FT, PT, if applicable)
  - Identify the CIP and SOC codes that are directly related to employment outcomes.
  - Maintain data on employment outcomes for graduates of the certificate program.

4. SCAA review
5. Faculty Senate review
6. Final Provost review
7. Catalog, AIS, Registrar, Bursar, Financial Aid