CURRICULOG: NEW CERTIFICATE PROGRAM INSTRUCTIONS
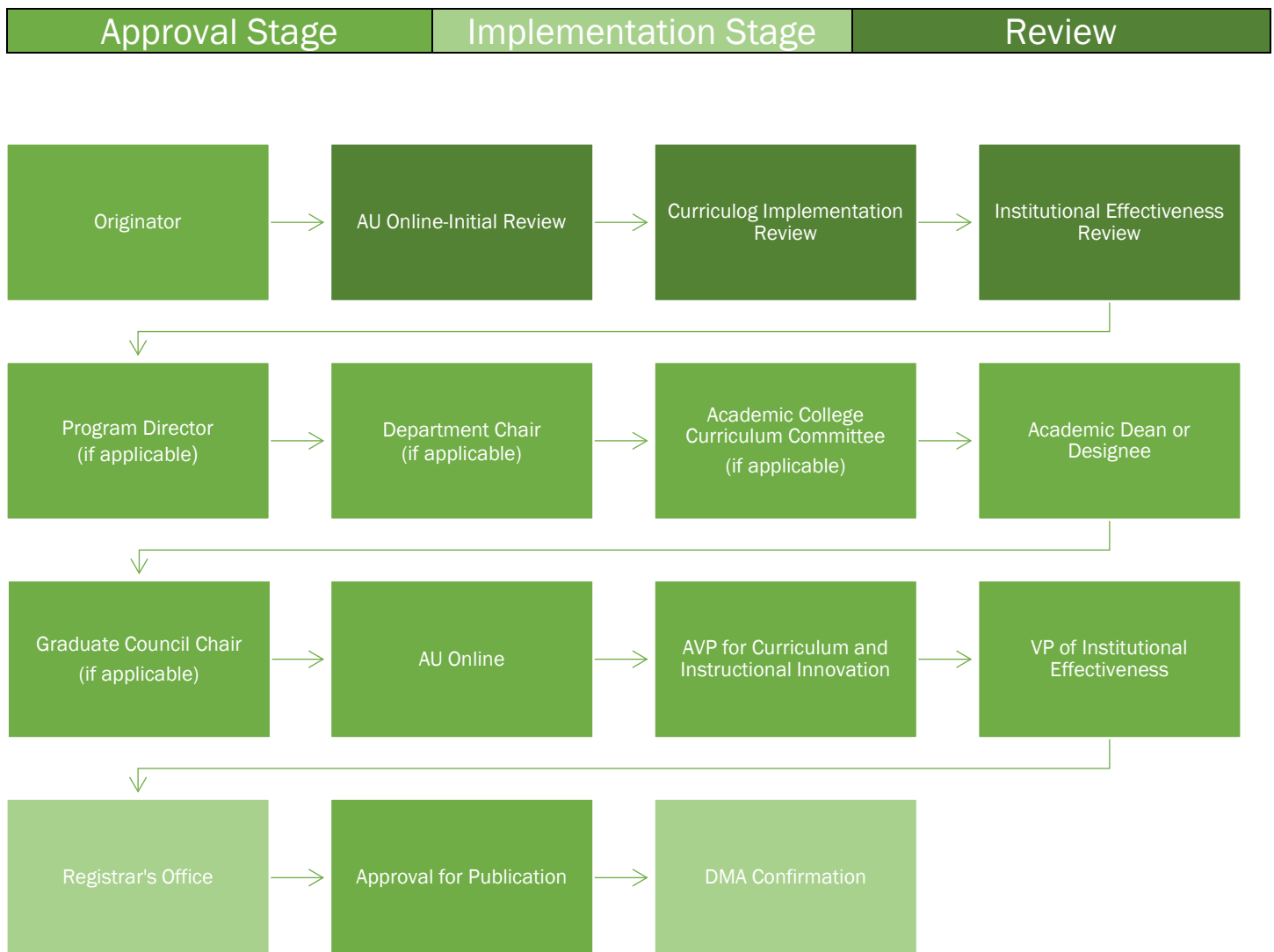
NEW ACADEMIC PROGRAM INSTRUCTIONS

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CURRICULOG: NEW CERTIFICATE PROGRAM INSTRUCTIONS

PROCESS

The New Certificate Program is used to request approval for a certificate that is not currently listed in the Augusta University catalog.

ORDER OF APPROVERS

Approval Stage	Implementation Stage	Review

Originator	→	AU Online-Initial Review	→	Curriculog Implementation Review	→	Institutional Effectiveness Review

| Program Director (if applicable) | → | Department Chair (if applicable) | → | Academic College Curriculum Committee (if applicable) | → | Academic Dean or Designee |

| Graduate Council Chair (if applicable) | → | AU Online | → | AVP for Curriculum and Instructional Innovation | → | VP of Institutional Effectiveness |

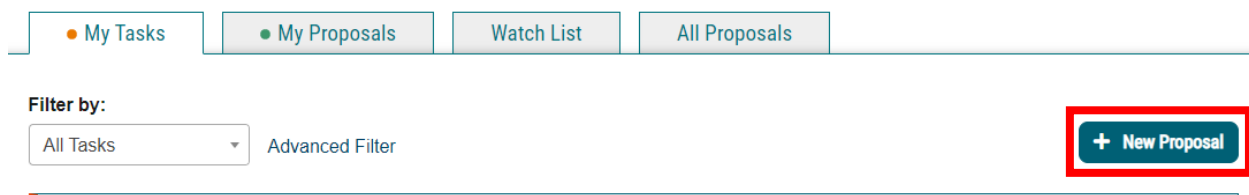| Registrar's Office | → | Approval for Publication | → | DMA Confirmation |

REQUIRED DOCUMENTS:

- Program of Study

NEW CERTIFICATE PROGRAM INSTRUCTIONS

CREATING THE PROPOSAL

1. Login to Curriculog using your AU Net ID and password.
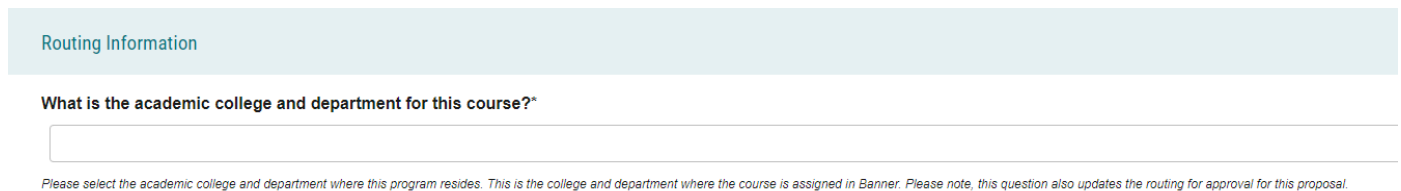   https://augusta.curriculog.com

2. Select "**New Proposal**" from the task menu.

3. Hover over the proposal titled **New Certificate Program** and click the blue check mark in order to begin.

ROUTING INFORMATION

4. Choose the Academic College AND Department for the program by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

5. Select the appropriate option regarding the administrative college for the course.

What is the administrative college for this course?*

○ College of Allied Health Sciences
○ College of Education
○ College of Nursing
○ College of Science and Mathematics
○ Dental College of Georgia
○ Hull College of Business
○ Medical College of Georgia
○ Pamplin College of Arts, Humanities, and Social Sciences
○ School of Computer and Cyber Sciences
○ School of Public Health
○ The Graduate School

Note: this would be TGS for most graduate programs with the exception of MAT, DPT, CLS, OTHP, and CNL. Also, this would be TGS for the following certificate programs: MPH, CTS, and Nursing. Other certificate programs are not part of TGS.

6. Select the appropriate option regarding **Program Director**.

Does this program have a Program Director separate from the Department Chair?*

○ Yes

○ No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair

7. Select the appropriate option regarding a **Department Chairperson**.

Does your department have a Chairperson?*

○ Yes

○ No

If you select yes, this proposal is routed to a department chair. If you select no, it is not.

8. If your college has a curriculum committee that needs to review this proposal, choose Yes. If only the Graduate School needs to review this change please select "no".

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

○ Yes

○ No

By selecting yes, your Committee Chair will provide the agreed upon decision for the committee.

9. Choose the Program Type for the program that you are requesting to deactivate. If the program does not have an associated shared core, choose Program.

Program Type*

○ Program

○ Shared Core

If the program requires the completion of USG Undergraduate Core Curriculum, choose Shared Core.
If the program is not required to complete USG Undergraduate Core Curriculum, choose Program.

NEW CERTIFICATE PROGRAM INFORMATION

REQUIRED NEW CERTIFICATE PROGRAM INFORMATION

10. Include the **Certificate Title**.

Certificate Title*

Provide the certificate title just as it should be listed in the Augusta University catalog.

11. Using the acronym definitions provided, complete the Certificate Acronym field.

Post-Baccalaureate (Graduate) Certificates

CERG: Post-Baccalaureate Certificate – a certificate beyond the bachelor's degree that does not meet the requirements for a master's degree.

CERM: Post-Master's Certificate – a certificate beyond the master's degree that does not meet the requirements for a doctoral degree.

CERP: Post-First Professional Certificate – a certificate beyond the first professional degree.

Pre-Baccalaureate (Undergraduate) Certificates

CER0: Fewer than 30 semester credit hours (less than one year).

CER1: From 30 to 59 semester credit hours (at least one year, but less than two).

Certificate Acronym*

Select an option

12. Choose the **Effective Term** for the new academic program by clicking in the field. This will generate a drop-down list of all active effective terms. You may only select one option.

Effective Term*

Select an option

The year and term code in which the program will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for selection.

13. Choose the **CIP Code** of the new academic program by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

CIP Code*

Select an option

A code associating each program with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. Formula funding is based on accurate reporting of CIP codes.

PROGRAM PLANNING REQUIREMENTS

14. Complete a **New Certificate Schema** using the template.
    https://www.augusta.edu/registrar/curriculog/resources.php

15. Attach the **Program of Study** to the proposal using the paperclip icon from the far right menu.

Program of Study*

☐ A Program of Study is required when submitting a New Certificate. I confirm a Program of Study is attached to this proposal.

Attach the completed Program of Study template for the new certificate program. The appropriate template can be found at https://www.augusta.edu/registrar/curriculog/resources

16. Enter the number of credit hours of **Core Curriculum** as well as the total number of credit hours for the certificate.

Number of Credit Hours of Core Curriculum Courses:*

Total Credit Hours for Certificate Completion:*

17. Enter the curriculum for the new certificate program.

Curriculum *

View Curriculum Courses	View Curriculum Schema

☐ Preview Curriculum

No Courses

Add Course	Import Course

The prospective curriculum should be added for review. Please note, the curriculum may be subject to update during the approval process.

18. Select the appropriate option regarding the **Delivery Mode** for the new certificate program.

USG Academic Program Proposal*

☐ This request is for a concentration and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast

☐ This request is for a minor and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for a track and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for a new 4+1 option or dual option of two existing programs and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for an Honors track and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

19. Using the definitions provided, indicate whether the certificate is **Embedded** or **Standalone.**

Embedded: certificates that are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a major or stand-alone degree.

Standalone: certificates that may be completed independent of a student being enrolled in a degree program
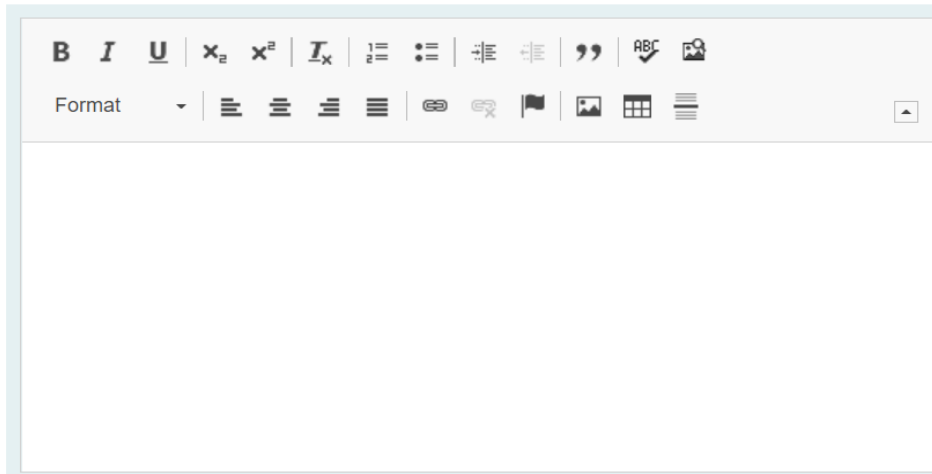
Is the certificate embedded or standalone?*

☐ Embedded
☐ Standalone

REQUIRED CATALOG INFORMATION

20. Enter the **Program Overview.**
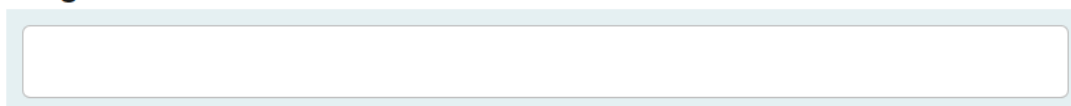
Program Overview*

The Program Overview should include statement of mission, purpose, and/or scope of programming and/or organizational structure, and 1-2 unique discriminators.
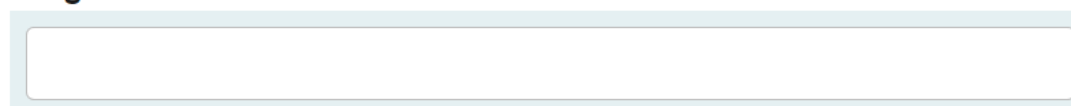
21. Enter the **Program Contact**

Program Contact*

Enter the name of the Program Contact for the program.

22. Enter the **Program Contact Title.**

Program Contact Title

Enter the title of the Program Contact for the new program.

23. Enter the **Departmental Phone Number.**
     - Please note this should be the phone number for the department, not a personal phone line.

Departmental Phone Number*

Enter the phone number for department that will own the new program. It cannot be a personal phone number. It must be a departmental phone number.
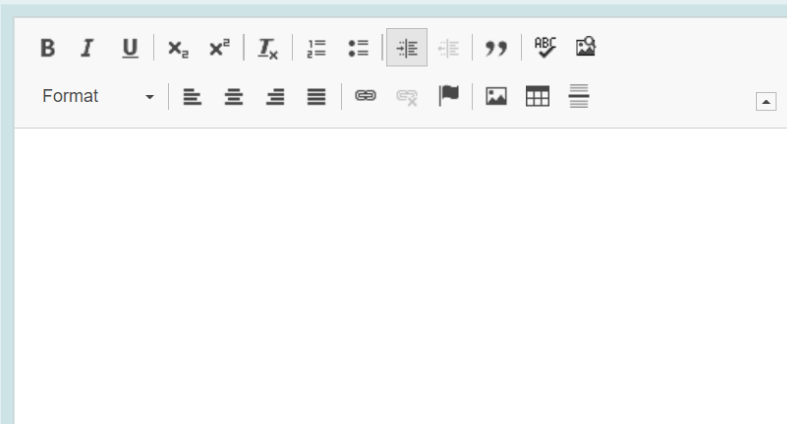
24. Enter the **Departmental Email Address**.

- Please note this should be a resource email account for the department, not a personal email.

Departmental Email Address*

Enter the email address for department that will own the new program. It cannot be a personal email. It must be a resource email account.

25. Enter the **Progression & Graduation Requirements** and the **Certificate's Length in Years**.

Progression & Graduation Requirements*

B	I	U	x_2	x^2	I_x						99	ABC	

Format

Any non course requirements that students must fulfill for this degree program which includes but is not limited to prerequisites, minimum grade/GPA requirements, non-credit graduation requirements.
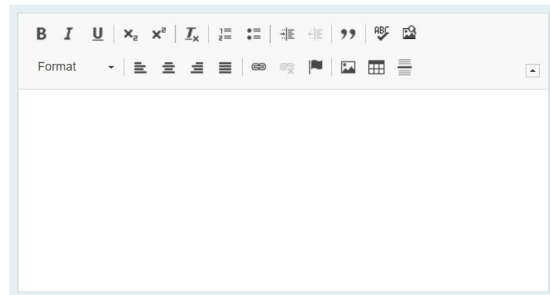
Certificate Length in Years:*

Include the length of the certificate in years.

26. Should any additional comments be necessary, enter those in the **Additional Comments** field.

Additional Comments

LAUNCHING THE PROPOSAL

27. Scroll back to the top of the proposal pane and click the rocket ship icon to launch your proposal.

Import   **Save All Changes**   **Validate and Launch Proposal**

28. The proposal is now in your "**My Tasks**" tab.

● My Tasks   ● My Proposals   Watch List   All Proposals

29. In order for the proposal to move forward to the next approver step, you must approve it.

30. To approve the proposal, click on the proposal under your "**My Task**" tab.

31. Once the proposal opens, navigate to the far left toolbar, and select the blue check mark.

32. This will open a decision box, fill in the radial button beside "**Approve**" and click "**Make My Decision**".

33. The proposal has now moved on to the next individual in the approval steps.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.