2025-2026 #16 New Graduate Certificate 24 Credit Hours or Less Form
Program

General Catalog Information ⌃

Select *Program* below as the Type of Program before importing curriculum data.

Type of Program:*

○ Program

○ Shared Core

Read before you begin

1. TURN ON help text before starting this proposal by clicking ⓘ in the top right corner of the heading.

2. IMPORT curriculum data from the Catalog by clicking ⬇ in the top left corner.

3. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.

4. LAUNCH proposal by clicking ▶ in the top left corner. DO NOT make proposed changes before launching proposal.

Department:*

[   ]

Title of Certificate:*

[   ]

Program Description:*

Number of Credit Hours:*

New Field

Anticipated Delivery Site*

☐ Clarksville Campus

☐ Fort Campbell

☐ Both

Delivery Method*

☐ Traditional (face-to-face)

☐ Online

☐ Hybrid (a combination of course delivery methods)

☐ Traditional (face-to-face) and online

Academic Program Liaison (APL):

Tucker Brown, PhD
Senior Vice Provost and Associate Vice President for Academic Affairs
SACSCOC Accreditation Liaison
931-221-7676
brownt@apsu.edu

Proposed Implementation Date:

Please see the [Implementation Timeline](#) to assist you in determining the earliest implantation date available for your proposal.

Semester*

Year*

Follow these steps to add appropriate curriculum or to propose changes to the program curriculum:

Step 1

If you are removing courses, proceed to Step 2.

There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new classes that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema." Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" it will bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the **X** and proceed.

Curriculum:*

If new courses are being proposed for the Certificate, please list the course prefix (rubric), title, and number below.

New Course Information

[   ]

Please list the new course rubric and number.

Fit with Institutional Strategic Plan and Mission

In the field below, address how the proposed program modification will further the mission and strategic plans of APSU, the Department and [THEC Master Plan](). Please review the following:

- [APSU Mission and Vision Statements]()
- [APSU Strategic Plan]()
- [Departmental mission and goals in the Institutional Effectiveness Process]()
- [THEC Master Plan]()

Fit with Institutional Strategic Plan and Mission:*

[   ]

Background (State the rationale):*

[   ]

(What is the justification for making this proposal at this time?) Submit letter of documentation from accrediting body if program modification request is based on recommendation from accrediting agency.

If modification is based on recommendation from accrediting agency, please submit accreditor letter.

Impact:

Describe potential impact on other concentrations within the current program and other similar programs at APSU.

Impact:*

[   ]

Plans for Accreditation:

Identify the source and projected date of Professional accreditation if applicable; SACSCOC notification, if required, and if a substantive change, the scope of the substantive change. If there are no plans to seek specialized accreditation, please provide reasons.

Plans for Accreditation:*

If Other, specify:

Visit **NCES** for assistance determining CIP Code.

CIP Code:*

Will there be additional costs associated with the proposed Certificate?*

○ Yes ○ No

Description of Costs:*

Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.*

If converting a concentration to a stand-alone major/degree program, describe the impact on other concentrations within the current program and other similar programs within the institution.

Program Student Learning Outcomes

This is required if establishing a new certificate program. Describe what students should know, think or be able to do at conclusion of the certificate program.

Program Student Learning Outcomes:*

[ ]

This is required if establishing a new certificate program, a new concentration, or elevating a concentration to a stand alone major/degree program. Describe what students should know, and or be able to do at the conclusion of the program.

Assessment

This is required if establishing a new certificate program,. Provide a plan for assessing student learning outcomes while the students are enrolled in the program and after they have completed the program.

Assessment:

[ ]

Required if establishing a certificate program, new concentration, or elevating a concentration to a major/degree program. Provide a plan for assessing student learning outcomes while the students are enrolled in the program and after they have completed the program.

Are additional library resources needed to support the program?*

○ Yes ○ No

Does this proposal require Teacher Education Council Chair approval?*

○ Yes ○ No

Distance Learning

Indicate whether program will be offered via distance learning and which courses are available online.

Distance Learning:

[ ]

Please attach any required files by navigating to the Proposal Toolbox and clicking **in the top right corner.**

ATTACHMENT LIST

Attached:*

☐ I have attached letter from accrediting agency (if applicable).

Attached:*

☐ I have attached a course description for each new course (if applicable).