

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

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Subject: Proposals for SUNY Certificates

A SUNY certificate program is a specific cohesive set of courses designed to broaden and enhance career opportunities, provide in-depth study in a discipline, or gain expertise in an area of multidisciplinary studies. The SUNY certificate program may augment the coursework of an individual, supply a nonmatriculated student with a certificate useful to employment, or conceivably serve as the initial step toward a baccalaureate or master's degree. Certificates will also be attractive as professional development experiences. The SUNY certificate program is made up of credit-bearing courses and requires SUNY approval, distinguishing it from departmental certificates of completion.

Admission and Standards

A student interested in selecting a SUNY certificate program would apply to or be a registered student at the college. The student would then contact the unit coordinating the specific certificate program for advisement. Upon satisfactory completion of all college and certificate course requirements, the coordinating unit would review and recommend action to its academic dean. If the dean concurs, the president would issue a SUNY certificate of completion to that student.

Proposal

The format for preparation of a SUNY certificate proposal may be found in form 2C on the SUNY Academic Program Planning website. All SUNY certificate proposals include the following:

1. General objectives of the certificate program.
2. Background of the certificate program genesis.
3. Need or rationale for the certificate program, including such information as the population of students to be served, employment opportunities, impact on the community, etc.
4. Description of the certificate program, including curriculum and course requirements (core courses and recommend electives).
5. Program assessment and curriculum map.
6. New courses developed to support the certificate program.
7. Typical model (sequence of course offerings) of the certificate program.

8. Administration of the certificate program. In most cases, certificate programs will be departmentally based and will be administered by departments. In some cases, interdisciplinary units will be formed to develop and administer the certificate program. In the latter case, similar circumstances exist for undergraduate academic minors.
9. Additional resource needs.
10. Certificate program relationship to other degree programs.
11. Evidence of support of the department and the dean.