

Planning and Approval of Graduate Certificate Programs
Northeastern University
Office of the Provost

The review and approval of new Graduate Certificate programs takes place in the steps detailed below. When cross-college collaborative programs are involved, the participating sponsors should prepare requests jointly.

Step 1: Preliminary discussion to include appropriate Dean(s) and Provost

Discussion with the Provost: including purpose, unique aspects.

Step 2: New Certificate proposal (subject to positive outcome in step 1; 3-4 pages)

1. Describe the certificate program under consideration, including its purpose, unique aspects, focus, clientele, total number of credit hours, and proposed implementation date.
 - a. Program clientele analysis - unique aspects and opportunity
 - b. Evidence for program demand and for ability to attract high quality students
 - c. Competition from other programs
 - d. Impact on existing programs at Northeastern
2. Educational Objectives and Curriculum
 - a. Educational objectives
 - b. Admission criteria and process
 - c. Curriculum requirements Form (<http://www.northeastern.edu/registrar/curricfrms.html>; Curriculum documentation checklist, new programs curriculum requirements form)
 - i. Describe the curriculum requirements for completion of the certificate, with clear identification of required and elective courses.
 - ii. Identify new courses to be developed.
 - d. Learning outcomes
3. List any similar programs offered by competitors in both the Boston and broader markets. Explain why Northeastern should initiate a new program in competition with such programs.
4. What existing resources, if any, within the institution will be shifted to support the new program? Identify the program(s), if any, from which resources will be shifted. Explain the anticipated impact on such programs.
5. What new costs will be incurred with this proposed program—faculty, space, etc?
6. What new revenue will be generated?

7. Budget (for Provost office review only)

- i. Using the form below, provide projected enrollment and estimated revenue and expenses for the first five years of this program:

Year	Application Fees	Total Projected Full-Time Headcount	Total Projected Part-Time Headcount	Total Projected Student Credit Hrs* Taught	Projected Tuition Revenue @ Current rates	Total Expenses (current & new funds) exclude. Tuition remission	Total Projected Tuition Remission Expenses	Projected Revenue Less Projected Expenses
One								
Two								
Three								
Four								
Five								

Notes:

1. Effective FY11 there is a 20% university contribution on revenue.
2. Tuition waivers or financial discounting all come from the funds of the program home college(s) unless provided as seed funds.
3. Any start-up funds coming from the Provost office are provided as a loan and must be repaid within 3 years.

Step 3: Review by appropriate Department(s) and College(s) based units as applicable (see routing form).

Step 4: Review by Provost Office

- a. Vice-Provost for Graduate Education (if applicable)
- b. Vice-Provost for Budget and Administration

Step 5: Review by Graduate Council—as applicable—with oversight by the appropriate Vice-Provost.

Step 6: Final Review by Provost Office

Step 7: Inform the Faculty Senate