PROCEDURES FOR THE REVIEW AND APPROVAL OF GRADUATE CERTIFICATE PROGRAMS

Post-baccalaureate and post-master’s certificate/licensure/endorsement programs involving 21 or more semester credit hours require review and approval by RACGS. If the certificate/licensure/endorsement program requires fewer than 21 semester hours, it only requires KSU approval. All certificate/licensure/endorsement programs involving teacher preparation, regardless of the number of credit hours, need approval from the Ohio Department of Education.

Proposal for a certificate/licensure/endorsement program should include a narrative statement that addresses the following issues:

1. Graduate program(s) sponsoring the certificate program.
2. Need and demand.
5. Justification for the number of credit hours.
7. Faculty expertise.
8. New resources, courses, etc., if any, necessary to support certificate program.

The proposal goes through KSU’s review process (department/school, academic college, EPC Graduate Council (as an information item). If approved, the Dean of Graduate Studies will submit the narrative statement to RACGS members for a 45 day review period. If no substantive objections are raised, the program will be included as an information item on the agenda of the next RACGS meeting and is considered approved.

If substantive concerns are raised, a document responding to each concern should be prepared. The Dean of Graduate Studies will send the response document to RACGS members. If RACGS members continue to have concerns, the proposal will be discussed and voted on at the next RACGS meeting. Approval requires an affirmative vote from two-thirds of all members in attendance, with the stipulation that no program will be approved with less than 8 “yes” votes.

If the approved program involves teacher preparation, RACGS forwards the proposal to the Ohio Department of Education for review and approval.