

**PROPOSAL FOR THE INITIATION OF A**

**NEW GRADUATE CERTIFICATE PROGRAM**

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| **REQUESTER**  |
| Name |  | Email |  | Phone |  |
| College |  | Department |  |
| Date of Approval of New Program Intent  |  | Date of Proposal Submission |  |
| **A NEW ACADEMIC PROGRAM LEADING TO THE DEGREE OF:** |
| Title of the Certificate  |  |
| With Concentration in (if applicable) |  |
| Date of submission to the Office of Graduate Studies |  |
| Proposed Program Initiation Date |  |
| Proposed Subject Code  |  | Proposed Formal Degree Abbreviation  |  |

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| **SUMMARY**  |
| Program Title  |  |
| Degree Title  |  |
| * Curriculum structure
 |
| Curriculum Component | Number of Courses | Total Number of Credit Hours |
| Required Courses in Major |  |  |
| Elective Courses in Major |  |  |
| Concentration Required Courses |  |  |
| Concentration Elective Courses  |  |  |
| Others |  |  |
| Total |  |  |
| Number of New Proposed Courses |  |
| Number of Credit Hours in New Courses |  |
| Expected Number of Graduates Per Year |  |
| * Enrolment Projections and Personnel Requirements
 |
| Year | Full Time Students | Part Time Students | FTE Faculty | Instructors & Teaching Assistants | Admin & Support Staff |
| Current | New |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| * Estimated New Costs Generated by new graduate certificate program
 |
| Cost Item | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| One-Time Non-Recurrent Costs |  |  |  |  |  |
| Personnel Costs |  |  |  |  |  |
| Operational Costs |  |  |  |  |  |
| Capital Expenses  |  |  |  |  |  |
| Total |  |  |  |  |  |
| * Estimated Revenues Generated by new graduate certificate program
 |
| Revenue Item | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Student Tuition Fees |  |  |  |  |  |
| Others |  |  |  |  |  |
| Total |  |  |  |  |  |
| Accrediting Organization (if applicable) |  |
| Target Date for Accreditation (if applicable) |  |

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| **SECTION 1: OVERVIEW OF PROPOSED GRADUATE CERTIFICATE PROGRAM** |
| 1.1 Provide an overview for each of the following  |
| 1. Student body

Describe the potential student population that may enroll in the new graduate certificate program and the primary source of these students - e.g. high schools, transfer from other programs within the university, currently employed professionals, people preparing to re-enter the job market, etc. |
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| 1. Operational objectives

Define the operational objectives for the new graduate certificate program and associated key performance indicators with specific targets that will be used in evaluating the success of the new graduate certificate program. |
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| 1. Relation to university mission and strategic plan

Briefly describe how the new graduate certificate program contributes to the university mission and how it relates to the university strategic plan.  |
|  |
| 1. Implementation plan

Give the implementation plans for the new program with a detailed timeline. |
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| 1.2 Describe the new graduate certificate program specifications, as follows  |
| 1. Mission
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| 1. Program Educational Objectives
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| 1. Program Learning Outcomes
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| 1. Program Delivery Mode
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|  |
| 1.3 Describe the needs, demand and value for the new graduate certificate program. Where possible, provide evidence of needs and demand (e.g. market analysis, provision at other institutions, enquiries etc.).  |
| 1. General needs for the new graduate certificate program (university needs, market needs, subject area needs) etc.
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| 1. Likely demand for the new graduate certificate program.
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| 1. Added value for employment opportunities (including a list of potential employers).
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| 1.4 Relation with other programs within the university. |
| 1. List other programs within the university that are similar or are related to the new graduate certificate program.
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| 1. Describe the potential impact of the new graduate certificate program on other related programs. Indicate whether the new graduate certificate program is expected to significantly impact student demand for other programs already offered at the university. Provide evidence of consultation with related programs.
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| 1. List courses in the new graduate certificate program that are to be offered by other programs, departments or colleges. Provide evidence of consultation.
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| **SECTION 2: STUDENTS** |
| 2.1 Describe the admission requirements for the new graduate certificate program and any criteria for selecting among applicants. If enrolments are to be limited, describe the enrolment restrictions and reasons. |
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| 2.2 Describe GPA requirements to be admitted to a related Master’s degree (if applicable) after graduation from the certificate program. |
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| 2.3 Estimate the number of full-time equated (FTE) students expected to enrol in the new graduate certificate program over the next five years. Provide a justification for these estimates.  |
|  | Year(current) | Year(current +1) | Year(current + 2) | Year(current + 3) | Year(current + 4) |
| Full time students |  |  |  |  |  |
| Justification  |  |
| 2.4 Describe the Certificate graduation requirements. |
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| 2.5 Describe the advising process for students enrolled in the new graduate certificate program. |
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|  2.6 Transfer of Credits Briefly describe the requirements and process for transfer of credits from the graduate certificate program into a related graduate program within the University. |
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| **SECTION 3: CURRICULUM**  |
| 3.1 Describe how the curriculum content was developed (e.g. benchmarked to peer programs offered at other institutions in Qatar, the region, and internationally). |
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| 3.2 Provide the complete list of courses in the program.  |

List of Required Courses in Major

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course ID | Course Title | Credit Hours | Prerequisites | Co-Requisites | New Course / updated |
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List of Elective Courses in Major

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| --- | --- | --- | --- | --- | --- |
| Course ID | Course Title | Credit Hours | Prerequisites | Co-Requisites | New Course / updated |
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List of Courses in Concentration (if Applicable)

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| --- | --- | --- | --- | --- | --- |
| Course ID | Course Title | Credit Hours | Prerequisites | Co-Requisites | New Course / updated |
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| 3.3. **Complete the Study plan (Template 1)** |
| 3.4 Complete the **master syllabus template for each course (Template 2)** |
| 3.5 Map the courses to the program learning outcomes. |

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|  **Course PLO** | PLO 1 | PLO 2 | PLO 3 | PLO 4 | PLO 5 | PLO 6 | PLO 7 | PLO 8 | PLO 9 | PLO 10 | PLO 11 | PLO 12 |
| **Required Courses in the New Graduate Certificate Program** |  |  |  |  |
| Course ID – Course Title |  |  |  |  |  |  |  |  |  |  |  |  |
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|  **Course PLO** | PLO 1 | PLO 2 | PLO 3 | PLO 4 | PLO 5 | PLO 6 | PLO 7 | PLO 8 | PLO 9 | PLO 10 | PLO 11 | PLO 12 |
| **Elective Courses in the New Graduate Certificate Program**  |  |  |  |  |
| Course ID – Course Title |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION 4: ASSESSMENT AND EVALUATION**  |
| 4.1 Complete the following for the assessment of program learning outcomes  |
| Overall Assessment ScheduleAssessment Cycle Duration: \_\_\_ Years; From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | First Year in Cycle | Second Year in Cycle | Third Year in Cycle |
|  | Fall Semester | Spring Semester | Fall Semester | Spring Semester | Fall Semester | Spring Semester |
| PLO 1 |  |  |  |  |  |  |
| PLO 2 |  |  |  |  |  |  |
| PLO 3 |  |  |  |  |  |  |
| PLO 4 |  |  |  |  |  |  |
| PLO 5 |  |  |  |  |  |  |
| PLO 6 |  |  |  |  |  |  |
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| Detailed Assessment Schedule |
| SLO | Student Learning Outcome Statement | Assessment Method | Assessment Tool | Context for Assessment\* | Assessment Date | Person Responsible for Data Collection |
| SLO1 |  | Direct |  |  |  |  |
|  |  |  |  |
| Indirect |  |  |  |  |
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| SLO2 |  | Direct |  |  |  |  |
|  |  |  |  |
| Indirect |  |  |  |  |
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| 4.2. Assessment and Evaluation of Program Operational Objectives |
| Operational Objective | Assessment Measure | Target |
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| 4.3 **Student Progress Evaluation Plans** Describe the new graduate certificate program plans for monitoring, evaluating, and facilitating student progression towards the successful completion of the new graduate certificate program graduation requirements as defined in section 2.4.  |
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| 4.4 **Program Review and Continuous Improvement Plans** *Indicate the planned review cycle for the new program and briefly describe the program plans for using assessment results to effect the continuous improvement of the program. Provide details on who will analyze the obtained assessment data and how it will be used to ensure on-going program improvement* |
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| 4.5 **Accreditation** If applicable, identify any accrediting body or professional society that has established standards in the area of the proposed program and provide a brief summary of accreditation requirements. Indicate the program plans for seeking accreditation and the date the program anticipates to be fully accredited. If specialized accreditation is available but not sought, indicate why |
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| **SECTION 5: ADMINISTRATION AND ORGANIZATION** |
| 5.1 Describe the organizational structure of the new graduate certificate program and how it will be administered. |
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| 5.2 **Program Location Within the University Organizational Structure**.*Indicate the Location of the new* *graduate certificate program in the university organizational structure by specifying the name of the department and/or college housing the new* *graduate certificate program.*  |
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| 5.3 **Program Administration**.*Indicate how the program will be administered.* |
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| **SECTION 6: PROGRAM ORGANIZATION, FACULTY AND STAFF** |
| 6.1 List current faculty employed who will teach one or more courses in the new graduate certificate program.  |
| Faculty member | Rank | Highest degreeearned | Field ofhighest degree | Approximate FTE allocated to the program |
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| 6.2 Include in **Template 3 the resume for each faculty member** listed in section 6.1The resume must include the following information:* Name, academic rank, educational background, academic specialty, and academic and other related experience.
* List of courses taught in the last three years
* Selected list of publications for the past five years.
* Professional activities and awards
 |
| 6.3 List additional faculty and academic staff required to support the new graduate certificate program.  |
| Rank | Number needed | Year to be Employed |
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| 6.4 List additional staff, administrator staff etc. required to support the new graduate certificate program.  |
| Rank | Number needed | Year to be Employed |
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| 6.5 Justify the need for additional faculty, staff, administrators etc. |
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| **SECTION 7: RESOURCES, FACILITIES AND EQUIPMENT** |
| List instructional resources needed to support the new graduate certificate program, including instructional resources, library, facilities, equipment, office, and general space.  |
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| **SECTION 8: FINANCIAL IMPACT OF THE CHANGE** |
| 8.1 Describe any likely financial benefits of the new graduate certificate program. |
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| **8.2 Cost Analysis,** fill in the embedded excel sheet below |
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**Template 1 - Study Plan for the Program Curriculum**

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| **Study Plan**  |
| **FIRST YEAR ([ ] credit hours)** |
| **Fall Semester**  |
| Course No. | Course Title | Credit Hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Credit Hours in Semester |  |
| **Spring Semester**  |
| Course No. | Course Title | Credit Hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Credit Hours in Semester |  |

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| --- | --- |
| **Total number of Credit hours** |  |

###### cid:image002.jpg@01D55746.432AE6F0Template 2 - BANNER INFORMATION & Master Syllabus

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number |  | Course Title (Arabic) |  |
| Course Title (English) |  |
| Optional Section if Original Course Title exceeds 30 Characters. Course title to be displayed on Banner |  | Language of Instruction | ☐ Arabic ☐ English ☐ Both |
| Course Designation  |  | Course Term Offering | ☐ Fall ☐ Spring |
| Course Level  |  | Grade Mode |  |
| Number of Credit Hours |  | Number of Contact Hours |  |  |
|  |  |
| Course Package (English) |  | New course (not existing in Banner)? | ☐ Yes ☐ No |
| Required | ☐ Yes ☐ No | Elective | ☐ Yes ☐ No |
| Course Prerequisites |  | Course Co-requisites |  |
| Catalog Description*(50-80 words)* | English |
| Arabic  |
| Registration Restrictions[[1]](#footnote-2) |
| College |  |
| Major |  |
| Level |  |
| Campus |  |
| Class |  |
| Degree |  |
| Program |  |
| Course Objectives |  |
| Course Learning Outcomes (CLOs) |  |
| Map the Course Learning Outcomes (CLOs)to the program learning outcomes (PLOs) indicating the level of achievement as Introduced (I), Developed (D), Mastered (M) (e.g. PLO1 (I), PLO3 (D)) | CLO | PLO |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Mapping of assessment methods to course learning outcomes  | Assessment Method | CLO |
| e.g. Final exam  | e.g. CLO 1-3  |
| Principal topics covered |  |
| Textbooks(s) |  |
| References |  |

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| **Education Excellence Themes** |
| Please choose the appropriate themes and demonstrate their adoption/implementation by quoting (using double quotes) the exact phrases used to indicate their adoption in the text of (the course description, the course objectives, or proposed course learning outcomes). \*The themes “Digitally Enriched” and “Learner-Centric” are to be included in all courses. In addition, another prioritized theme out of the three remaining themes is to be chosen based on the discipline and course level. |
| **Themes****المحاور** | **Implemented****تم تنفيذ المحور** | **Teaching Methods****طرق التدريس** | **Course Learning Outcomes****مخرجات التعلم للمقرر**  |
| Digitally Enriched\*التعليم المعزز بالرقمنة | Yes ☐ No ☐ |  |  |
| Learner-Centric\*التعليم المتمركز حول المتعلم | Yes ☐ No ☐ |  |  |
| Experientialالتعليم التجريبي | Yes ☐ No ☐ |  |  |
| Entrepreneurial التعليم الريادي | Yes ☐ No ☐ |  |  |
| Research-Informedالتعليم القائم على البحث العلمي | Yes ☐ No ☐ |  |  |

|  **Graduate Attributes سمات الخريجين** |
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| **Graduate Attributes****سمات الخريجين** | **Supporting Competencies** **الكفايات الداعمة** | **Course Learning Outcomes (CLOs****مخرجات التعلم للمقرر**  |
| **CLO1** | **CLO2** | **CLO3** | **CLO4** | **CLO5** | **CLO6** | **CLO7** | **CLO8** |
| A1: CompetentA 1: الكفاءة | C1: Subject‐matter mastery C1: إتقان الموضوع والمادة |  |  |  |  |  |  |  |  |
| C2: Critical‐thinking skills C2: مهارات التفكير الناقد |  |  |  |  |  |  |  |  |
| C3: Problem‐solving skills C3: مهارات حل المسائل |  |  |  |  |  |  |  |  |
| C4: Research, and Novel and Adaptive Thinking C4: البحث والتفكير الإبداعي والتكيفي |  |  |  |  |  |  |  |  |
| A2: Life‐long Learner A2 : التعلم مدى الحياة  | C5: Self-awarenessC5: الوعي الذاتي |  |  |  |  |  |  |  |  |
| C6: AdaptabilityC6: القدرة على التكيف |  |  |  |  |  |  |  |  |
| C7: Adaptive ThinkingC7: التفكير التكيفي |  |  |  |  |  |  |  |  |
| C8: Desire for life-long learningC8: الرغبة في التعلم مدى الحياة |  |  |  |  |  |  |  |  |
| A3: Well Rounded A3 : الإلمام  | C9: CulturedC9: الثقافة |  |  |  |  |  |  |  |  |
| C10: Effective communication skills C10 مهارات التواصل الفعالة |  |  |  |  |  |  |  |  |
| C11: Awareness of local and international issues C11: الوعي بالقضايا المحلية والدولية |  |  |  |  |  |  |  |  |
| A4: Ethically and Socially Responsible A4 : المسؤولية الأخلاقية والاجتماعية | C12: Embody the Arabic‐Islamic identity C12: تجسيد الهوية العربية الإسلامية |  |  |  |  |  |  |  |  |
| C13: Embrace diversity C13 : تقبل التنوع |  |  |  |  |  |  |  |  |
| C14: Professional and ethical conduct C14: السلوك المهني والأخلاقي |  |  |  |  |  |  |  |  |
| C15: Civically engaged C15 : المشاركة المدنية |  |  |  |  |  |  |  |  |
| C16: Community and Global EngagementC16 : المشاركة المجتمعية والعالمية |  |  |  |  |  |  |  |  |
| A5: Entrepreneurial A5 : التفكير الريادي | C17: Creativity and innovationC17:الإبداع والابتكار |  |  |  |  |  |  |  |  |
| C18: CollaborativeC18: التعاون |  |  |  |  |  |  |  |  |
| C19: ManagementC19:الإدارة |  |  |  |  |  |  |  |  |
| C20: Interpersonal C20: مهارات التعامل مع الآخرين |  |  |  |  |  |  |  |  |
| C21: LeadershipC21: القيادة |  |  |  |  |  |  |  |  |

###### cid:image002.jpg@01D55746.432AE6F0template 3 – faculty resume

|  |  |
| --- | --- |
| Name |  |
| Rank |  |
| Academic qualifications, institution, year  |  |
| Date of initial appointment  |  |
| Area of specialty  |  |
| Academic and other related experience |  |
| If you do not have a formal degree in the field, describe ways in which you have competence in the field |  |
| List of Courses Taught in the Past Three Years |  |
| Principal Publications from the Past Five Years |  |
| Professional Activities and Awards |  |
| Institutional Service for the Past Five Years |  |

1. Field of Study: major, minor or concentration

Program: to allow specific program students to register in the course.

Degree: certain degree holders can register (BA-Bachelor, MA-Master, DR- Doctor of Pharmacy, DC- PhD, HD- Higher Diploma, CT- Certificate, DIP- Diploma)

Level: FN- Foundation, UG- Undergraduate, CR- Certificate, BR- Master Bridge, MA- Masters, DR- PharmD, DC- Doctorate- PhD

Class: students with total credit hours achieved i.e. Freshman 0-9cr, Sophomore 30-44cr, Sophomore 45-59cr, Junior 60-74cr, Junior 75-89cr, Senior ≥90cr, Earned (0-14cr, 15-29cr, 90-140cr, 105-119cr, 120-134cr, 135-149cr, 150-164cr, 165-179cr, 180-194cr, ≥195cr), Early Condition Class, Honor Program Class, Certificate, Diploma, Foundations, Master

Campus: Male or Female, no need to add a campus restriction if the course is offered to both males and females [↑](#footnote-ref-2)