

 **Routing Slip**

- ▶ Keep attached to front of proposal
- ▶ Complete your section
- ▶ Sign and date
- ▶ Send to next step

## Approval Process for New PST Certificate Program

A proposal for a PST certificate program should take into account the following criteria:

- Programs of study are designed as part-time and may be offered at a distance through different forms of technology; time and completion requirements to be recommended by program administrator.
- Certificates consist of a minimum of 4 courses composed of weighted grades that follow graduate school policies; rules of substitution must be clearly defined within program proposal and cannot exceed more than 25%.
- Programs may or may not have admission requirements and/or prerequisites; ASL proficiency requirement must be included for face-to-face instruction.
- No transfer credits accepted. PST credits cannot be applied to a Gallaudet degree or graduate certificate
- Program subject to the approval of the Dean and regarded as a College for Professional Studies and Outreach (CPSO) offering
- Programs are approved for a period of three years

**Initiator:** \_\_\_\_\_

**Name of Program:** \_\_\_\_\_

### **Step 1 – Proposal Development**

When a new program proposal is generated, the signature of the Department Chair is needed if any courses are also offered for Undergraduate or Graduate credit (dual-listed). PST courses are approved for a period of three years.

**Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Step 2 –Dean Approval**

New program proposals are sent to the College of Professional Studies and Outreach for review of program viability and documentation and to ensure that there is no overlap in content with existing PST or regular credit programs. The Dean’s signature is required for final approval.

**Dean’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Step 3 –Record Management**

Once approved, the program is ready for implementation. Originals of the approved proposal forms are processed and housed within the College of Professional Studies and Outreach.

# New PST Certificate Program Proposal Form

## College of Professional Studies and Outreach

1. Department \_\_\_\_\_
2. Name of the PST Certificate Program \_\_\_\_\_
3. Anticipated starting date: \_\_\_\_\_
4. Brief Program Description:

5. Rationale (Include evidence of potential students, program need, support from other campus units, and support from outside groups and organizations, particularly accrediting bodies, professional organizations, consumers, and experts in the field.):

6. Admissions Requirements and Standards:

7. Program Curriculum (Provide information on credit hour requirements, course work sequence list, syllabi for existing curriculum and course proposals for new courses):

8. Resources (financial, personnel, and facility):

9. Other Requirements:

10. Evaluation (Provide evaluation plan for ongoing evaluation of program including evaluations by students, graduates, accrediting bodies, etc.):