

**GUIDELINES FOR THE DEVELOPMENT OF CERTIFICATE PROGRAMS AT
INDIANA UNIVERSITY
Approved: April 7, 2006**

I. The Purposes of Certificate Programs

Certificate programs provide a means for Indiana University to respond with a high degree of flexibility in meeting emerging needs for educational programs. They may address professional development needs of practitioners in a wide variety of areas, or they may provide focused areas of study for students pursuing other academic programs.

Certificate programs may be offered at the undergraduate and graduate levels and may be either credit or non-credit programs. Certificate programs which are based entirely on credit courses are university programs established through a formal approval process (see below). They culminate in Trustee approval for awarding a certificate as the functional equivalent of a diploma. Non-credit certificate programs may be established by any academic unit, subject to campus-level approval policies, and the certificate will be awarded by the unit to those completing the program.

These programs of study are intended to be housed and supported within existing academic units. Credit certificate programs typically will be primarily comprised of courses already present in the curriculum. Generally, courses required in credit certificate programs will apply to related degree programs in the supporting academic unit. Thus, credit certificate programs often perform a recruitment function, serving as stepping stones to participation in a degree program.

II. Criteria for Credit Certificate Programs

1. Ordinarily includes 12-29 credit hours. (30 credit hours or more requires ICHE approval.)
2. Has a clearly defined audience(s).
3. Is composed of an integrated, focused curriculum.
4. Based on specific learning objectives.
5. Includes an assessment plan/process focused on the achievement of the learning objectives
6. Has admission criteria and process.
7. Is able to stand alone or be part of another curriculum, but is not automatically earned by completing the requirements for a major.
8. Includes no hidden pre-requisites.
9. Usually built on current faculty and facility resources.
10. May be graduate, undergraduate, or post-baccalaureate (undergraduate).
11. Will normally be titled using one of the following:
 - Certificate in _____
 - Post-Baccalaureate Certificate in _____
 - Graduate Certificate in _____

III. Process for Development of Credit Certificate Programs

1. The first step in the process is for the head of the academic unit to notify the campus vice chancellor for academic affairs of the intention to proceed with the development of a certificate proposal.
2. Proposals must be prepared in the format available from the campus Vice Chancellor for Academic Affairs.
3. Proposals must be approved through the appropriate campus curriculum approval processes.
4. When appropriate, the certificate program proposal must be approved by the system-wide or core school. Graduate certificates must be approved by the appropriate graduate unit. System-wide or core school certificate program proposals must be approved by all affected campuses.
5. If additional state funding is required to offer the certificate, the chancellor or designated academic officer of the campus where the program is to be offered must submit one (1) copy of the program proposal to the University Budget Office, which will work with the academic unit in developing consistent approaches to estimating cost and identifying income sources for the program budget.
6. Following University Budget Office approval of the budget (if relevant) and completion of campus reviews, an electronic copy of the certificate program proposal is submitted to the chair of the Academic Leadership Council (ALC) by the campus vice chancellor for academic affairs/dean of faculties or by the dean of a system-wide school.
7. The Assistant Vice President for Statewide Academic Relations will provide copies to members of the council approximately ten (10) days prior to its next scheduled meeting. ALC may approve with or without suggesting alterations, return to the initiating campus, table or defer, or disapprove. If approved, the proposal is forwarded to the Office of the Executive Vice President.
8. The Office of the Vice President for University Regional Affairs, Planning, and Policy (OVPURAPP) places the certificate program on the Trustee administrative action report.
9. If the certificate program requires thirty (30) or more credit hours, the OVPURAPP sends two (2) copies of the proposal to the ICHE for approval. The ICHE notifies the chief academic officers of the other six (6) state institutions of higher education and offers to send a copy of the proposal to parties that request them.

Indiana University
Request for a New Credit Certificate Program

Campus: Indianapolis _____

Proposed Title of Certificate Program: Graduate Certificate in Philanthropic Studies

Projected Date of Implementation: August 15, 2012 _____

TYPE OF CERTIFICATE: (check one)

UNDERGRADUATE CERTIFICATES – These programs generally require 12-29 credits of undergraduate-level academic work.

GRADUATE CERTIFICATES – These programs generally require 12-29 credits of graduate-level academic work or undergraduate academic work carrying graduate credit.

POST-BACCALAUREATE CERTIFICATES –These programs generally require 12-29 credits of undergraduate-level academic work, although students enrolling in these programs must have completed their baccalaureate degrees.

I. Why is this certificate needed? (Rationale)

The Certificate in Philanthropic Studies provides students with education in the field of Philanthropic Studies. This program introduces students to the critical issues and values of philanthropic practices as well as an understanding of the significance of philanthropy in society. The certificate may be completed on its own or in conjunction with other graduate study. It is designed for those who have an interest, and perhaps career need, for this education but who do not wish to pursue an MA or Ph.D. in Philanthropic Studies. It will provide opportunities both for students interested in learning more about the field as well as career professionals looking to expand their knowledge.

II. List the major topics and curriculum of the certificate.

Students must take a total of 12 credit hours. This total includes the following three required courses:

P521 Nonprofit and Voluntary Sector: The course introduces the theory, size, scope and functions of the non-profit and voluntary sector. It explores these ideas from multiple disciplinary perspectives including historical, political, economic and social.

P542 Ethics and Values in Philanthropy: This course is an introduction to the ethics of philanthropy, critically examining the meaning of philanthropy, the purpose of ethics, and the relationship between the two for the individual and society.

P558 Principles and Practices of Fundraising: This course covers the salient aspects of the fundraising process as organized and carried out by nonprofit organizations – its base of core values, preparing a case for philanthropic support, relevant techniques and strategies, assessing potential sources of support, effective engagement of human resources, and process management. The course includes relevant theory to undergird practice, examination and analysis of current practice, proposal of practice standards, and discussion and examination of ethical problems in fundraising.

In addition, the student must take one elective from the following courses:

P523 Civil Society and Philanthropy
P524 Civil Society in Comparative Perspective
P537 Cross Cultural Dimensions of Philanthropy
P535 Law of Nonprofit Organizations
E514 The Nonprofit Economy and Public Policy
H509 (P510) History of Philanthropy in the West
H516 History of Philanthropy in the US

III. What are the admission requirements?

The student must have a bachelor's degree or higher from an accredited college or university to apply. Application will require the MA application form but no letters of recommendation or GRE required. Applicants whose native language is not English must pass the TOEFL with a score of 550 or higher. There will be spring and fall deadlines.

Students enrolled in a certificate program must complete it within 12 credit hours of approved course work with a minimum cumulative GPA of 3.0 (B). Failure to do so results in automatic dismissal from the certificate program. Transfer credit, course substitutions, or course waivers are not accepted without prior approval of the Director of Graduate Programs. Admission to or successful completion of a certificate program does not guarantee subsequent admission to a PHST graduate degree program.

IV. List the major student outcomes (or set of performance based standards) for the proposed certificate.

1. Knowledge of the field of Philanthropic Studies, including the vocabulary of the field, trends and traditions.
2. Knowledge and understanding of the ethical questions surrounding philanthropy.
3. An ability to communicate this knowledge effectively.
4. An ability to relate this knowledge to their field of practice.

V. Explain how student learning outcomes will be assessed (student portfolios, graduate follow up, employer survey, standardized test, etc.) and describe the structure/process for

reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.

Students will demonstrate these skills by submitting a portfolio consisting of two pieces of evidence. The first is a personal reflection on how each of the courses helped them achieve these learning outcomes. The second part of the portfolio is a sample paper from one of the courses that demonstrates their ability to communicate knowledge about the field.

VI. Describe student population to be served.

It is designed for those who have an interest, and perhaps career need, for this education but who do not wish to pursue an MA or Ph.D. in Philanthropic Studies. It will provide opportunities both for students interested in learning more about the field as well as career professionals looking to expand their knowledge.

VII. How does this certificate complement the campus or departmental mission?

The core mission of the Center on Philanthropy is to bring together the study of philanthropy with its practice. This certificate will allow us to reach a greater number of people who can use the knowledge they gained in their own fields, in the case of students getting other degrees, or in their careers in the non-profit sector, for those career professionals seeking a certificate. Thus, the certificate greatly expands the capacity of the Center on Philanthropy.

VIII. Describe any relationship to existing programs on the campus or within the university.

SPEA offers a certificate in Non-Profit Management. Our certificate distinguishes itself in terms of topic matter and approach. We focus on the “Why” questions of the philanthropic field from a liberal arts perspective, requiring, for instance, an ethics course in our certificate.

IX. List and indicate the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).

No new resources are needed.

X. Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.).