

**CHECKSHEET OF MATERIALS TO BE SUBMITTED  
WHEN PROPOSING NEW CERTIFICATE PROGRAM**

**I. CERTIFICATE PROGRAM GUIDELINES**

A certificate program is a course of study that affords a distinctive, usually interdisciplinary, approach to a subject matter that is not available within any single academic unit. A free-standing academic unit, it is endowed with a defined administrative structure and organized such that, taken as a whole, it consists of courses that do not substantially overlap with any major, minor or other certificate program. Certificate programs must meet the following criteria:

1. no fewer than six (6) courses are required;
2. two (2) or more departments are represented;
3. no more than half (50 percent) of the courses originate in any one department or program; moreover, certificate programs must structure their requirements such that no more than half of the courses taken to satisfy the certificate requirements originate in a single academic unit;
4. four (4) of the courses are at the 100-level or above;
5. one of the courses is an introductory course and one is a capstone course.

**N. B.:** A student may use no more than two (2) courses that are also used to satisfy the requirements of any major, minor, or other certificate program.

**II. MATERIALS TO BE SUBMITTED IN SUPPORT OF PROPOSAL**

**The proposal, this checklist with boxes checked below, and all supporting material should be sent as an e-mail attachment to [harrison.williams@duke.edu](mailto:harrison.williams@duke.edu).**

1. Cover letter and statement of rationale for proposed program
2. Detailed description of proposed program, including requirements.
3. Proposed text to appear in Undergraduate Bulletin (in Bulletin format).
4. 3-year semester by semester projection of availability of appropriate courses to meet requirements of certificate and availability of space in them for additional enrollment. Identify them as regular courses or as Special Topics courses, occasionally offered. Include brief justification of why the courses are appropriate for the program. If courses are outside your unit, attach letters or e-mails of permission from instructors of those courses for them to count toward proposed program.
5. Descriptions of new courses to be offered in connection with the program.
6. Identification of teaching faculty, including their official faculty titles. Include written confirmation from them that they are willing to participate.
7. Identification of faculty director and faculty oversight committee for the program.
8. Identification of funding available to support the proposed program.
9. Indication of whether the proposed program has a graduate component.
10. Statement of relationship to existing programs or majors at Duke that may overlap with proposed program. Indicate which you have been in contact with concerning your proposal. Indicate any of those existing programs that will be dropped.
11. Statement from appropriate personnel in Perkins Library Collections Management of availability of library resources needed for the program.
12. Letter of Support from the Dean of Trinity College.
13. Letters of Support from the Directors of Undergraduate Studies and Chairs of relevant departments.