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Cover/Signature Page - Abbreviated Template

Institution Submitting Request: Utah State University

Proposed Title: Certificate of Completion – General Education

Currently Approved Title: N/A

School or Division or Location: General Education

Department(s) or Area(s) Location: General Education

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs):

24.0102 **Current Classification of Instructional Programs (CIP) Code (for existing programs):**

N/A **Proposed Beginning Date (for new programs):** Fall 2016

Institutional Board of Trustees' Approval Date: 01/08/2016

Proposal Type (check all that apply):

R401-5		R401-6	
<i>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.</i>		<i>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.</i>	
Section #	Item	Section #	Item
4.1.5.2	<input type="checkbox"/> Minor*	6.1.1	<input type="checkbox"/> Reinstatement of Previously Suspended Program
5.1.1.1	<input type="checkbox"/> New Emphasis on an Existing Degree*	6.1.5	<input type="checkbox"/> Reinstatement of Previously Suspended Unit
5.1.2	<input checked="" type="checkbox"/> Certificate of Proficiency Completion Not Eligible for Financial Aid		
5.1.3	<input type="checkbox"/> Out-of-Service Area Delivery of Programs		
5.1.4	<input type="checkbox"/> Name Change of Existing Programs		
	<input type="checkbox"/> Program Transfer		
5.1.5	<input type="checkbox"/> Program Restructure		
	<input type="checkbox"/> Program Consolidation		
5.1.6	<input type="checkbox"/> Program Discontinuation		
	<input type="checkbox"/> Program Suspension		
	<input type="checkbox"/> Administrative Unit Creation		
5.1.7	<input type="checkbox"/> Administrative Unit Transfer		
	<input type="checkbox"/> Administrative Unit Consolidation		
5.1.8	<input type="checkbox"/> New Center		
	<input type="checkbox"/> New Institute		
	<input type="checkbox"/> New Bureau		
5.1.9	<input type="checkbox"/> Graduate Certificate		

*Requires "Section VI: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: 01/08/2016

Printed Name: Laurens H. Smith, Jr.

**Program Request - Abbreviated
Template
Utah State University
Certificate of Completion – General
Education
10/2016**

Section I: Request

Utah State University requests approval to offer a Certificate of Completion in General Education effective Fall 2016. This program was approved by the institutional Board of Trustees on January 8, 2016.

Section II: Need

Board of Regents Policy R470 outlines the structure of general education for the Utah System of Higher Education and specifies that each institution will set its own general education requirements in accordance with this structure. According to R470-7.1.2, a student who completes the general education requirements of a USHE institution can request a Letter of Completion confirming general education completion for USHE transfer partners. This Letter of Completion, while recognized and accepted within USHE, is not a formal academic award and does not become part of a student's permanent academic record, nor is it recorded on an institutional transcript.

To formalize the completion of the USU general education requirements – a clearly identifiable core of courses with defined learning outcomes and assessment measures, USU requests approval to offer a Certificate of Completion automatically awarded to any student who has completed USU's general education requirements. This is important for the following reasons:

- Completion of General Education becomes part of a student's permanent academic record and can be recognized on a transcript and diploma.
- The Certificate of Completion can be awarded automatically once a student completes USU's general education requirements; the Letter of Completion is only issued upon request.
- Students who transfer after completing their general education requirements can be counted as completers instead of non-completers by USU and USHE.
- Students transferring outside of Utah have a transcribed demonstration of general education completion; this can support efforts such as the WICHE Passport initiative.

Section III: Institutional Impact

This proposal does not require a change in USU's general education requirements, nor will it require a change in staffing or facilities.

Section IV: Finances

No significant financial impact is anticipated.

*This proposal was modeled after a similar one for a General Education Certificate of Completion submitted by Salt Lake Community College in 2013. We want to acknowledge Nate Sutherland, Assistant Provost of Academic Affairs at SLCC, for kindly allowing us to use the SLCC proposal as a guide for this one.

Section V: Program Curriculum

All Program Courses

USU's current requirements are as follows:

USU General Education Requirements (30-34 credits)

- A. Competency Requirements (9-10 credits)
 - 1. Communications Literacy (CLI and CL2, 6 credits)
 - 2. Quantitative Literacy (QL, 3-4 credits)

- B. Breadth Requirements (18-20 credits)
 - 1. American Institutions (3 credits)
 - 2. Creative Arts (3 credits)
 - 3. Humanities (3 credits)
 - 4. Life Sciences (3-4 credits)
 - 5. Physical Sciences (3-4 credits)
 - 6. Social Sciences (3 credits)