# Independent Certificate Review

## Notification

The APR Coordinator is notified when a new certificate program is approved. The certificate program will be placed on the APR Schedule indicating that it is an *Embedded Certificate* or an *Independent Certificate* program.

## Schedule and Timeline

Because of the dynamic nature of societal and economic needs Independent Certificates are reviewed every four years to ensure their market viability.

Independent Certificates are assigned a review date by the APR Coordinator and placed on the University Academic Review Program master schedule.

* An Independent Certificate will be notified in August, six-months prior to the due date of its self-study.
* APR Coordinator will work with The Graduate School and the School of Professional and Continuing Education to name Review Team members by November 1.
* IC Self-study will be due to APR Coordinator February 1.
* IC Self-study will be due to Review Team by March 1.
* Review Team will meet by *April 1.*
* Review Team will submit a response and recommendations by *April 15.*

## Review Team Representatives

1. The graduate or program coordinator (or designee) from the department that offers the Independent Certificate (not the coordinator)
2. A representative from the Office of the Graduate School
3. A representative from the School of Professional and Continuing Education
4. A neutral individual identified by APR Coordinator

## Review Roles and Responsibility

### APR Coordinator

1. Notifies Certificate Program Coordinator of IC Self-study due date.
2. Coordinates identification of Review Team members.
3. Sets date for Review Team Discussion
4. Receives written response

### Certificate Program Coordinator

1. Coordinator prepares self-study (see outline below)
2. Meets with review team

### Review Team

1. Reads self-study and Assessment Progress Template
2. Meets for discussion
3. Identifies:
	1. Areas of Strengths
	2. Areas of Challenge
	3. Determines if program is still viable
	4. Makes recommendation for continuation, including suggestions for improvement or changes; or
	5. Makes recommendation for dissolution of the certificate program
	6. Designates representative to prepares the brief written response; sets timeline