

PENNSTATE



**POST-BACCALAUREATE CREDIT CERTIFICATE PROGRAM  
SUBMISSION FORM**

A post-baccalaureate credit certificate program (PBCCP) is a sequence, pattern or group of courses or contact hours that focuses upon an area of specialized knowledge or information and which is developed, supervised, and evaluated by the faculty members of the academic unit (e.g., department, program, etc.) offering the program.

NAME OF THE PBCCP: \_\_\_\_\_

UNIT/COLLEGE/SCHOOL: \_\_\_\_\_

PERSON IN CHARGE OF THE PBCCP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

TYPE OF SUBMISSION (check appropriate box):

Initial Submission

Renewal Request

If renewal request, indicate below a brief justification for continuing the program. Any change in the program (e.g., course content, admission requirements, etc.) should be submitted for college approval.

**CONSULTATION:**

The proposer(s) must seek consultation with all relevant units (attach copies of letters as appropriate) and review the list of currently offered post-baccalaureate certificates (refer to the on-line Graduate Degree Programs Bulletin) to ensure that the proposed offering does not duplicate, overlap or potentially compete with existing certificates within the University. If a similar offering has been identified, the proposer must provide a justification for offering the new certificate and attach evidence of consultation with the relevant unit(s) to this submission form.

Does the proposed offering duplicate, overlap, or potentially compete with existing certificates within the University?

YES

NO

EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**SIGNATURES:**

Submitted by (print/type name)

Signed

Date

Approved by

College/School Dean or Academic Division Head (print/type name)

Signed

Date

**UPON COMPLETION, TWO COPIES OF THIS FORM ALONG WITH A COPY OF THE APPROVED PROPOSAL, CERTIFICATE, AND DESCRIPTION OF THE PBCCP IN BULLETIN FORMAT (MS WORD FILE) SHOULD BE SENT DIRECTLY TO THE FACULTY SENATE OFFICE, 101 KERN GRADUATE BUILDING.**

**POST BACCALAUREATE CREDIT CERTIFICATE PROGRAM  
BULLETIN FORMAT (MS WORD FILE)**

NAME OF THE POST BACCALAUREATE CERTIFICATE PROGRAM

PERSON IN CHARGE

ADDRESS

TELEPHONE

FAX

E-MAIL

DESCRIPTION OF THE CERTIFICATE PROGRAM INCLUDING PURPOSE, OBJECTIVES, CREDITS  
REQUIRED (not to exceed 1000 characters, including spaces):

[For example: The primary goal of the program is to prepare engineers to develop the next generation of engineering products, systems, and services for industry and government. The curriculum integrates the traditional engineering disciplines in a synergistic manner. All candidates are required to take the professional, skill-based, 9-credit core module and two other 3-credit courses. Selected courses must be at the 500 level.]

ADMISSION REQUIREMENTS (including completion of a baccalaureate degree) as applicable:

[For example: An applicant must have received, from an accredited institution, a baccalaureate degree earned under residence and credit conditions substantially equivalent to those required by Penn State. Ordinarily, an entering student must have completed in a satisfactory manner a minimum of course work in designated areas, etc.]

LIST OF COURSES INCLUDED IN THE PBCCP (including course designation [abbreviation and number], title,  
and number of credits:

[For example:

XXX 510. ENGINEERING ANALYSIS I (3) Includes applications of advanced engineering mathematics, including the study of systems that are described by ordinary and partial differential equations.

XXX 511. ENGINEERING ANALYSIS II (3) Advanced engineering mathematics, including numerical solutions, linear algebra, scalar and vector field theory, Fourier methods, and partial differential equations.]

EFFECTIVE DATE:

EXPIRATION DATE: