

DEFINITION

These are the minimum requirements for approval. Individual undergraduate certificates may have additional requirements.

An undergraduate certificate is a programmatic or linked series of courses from a single field or one that crosses disciplinary boundaries and may be free-standing or affiliated with a degree program. The certificate provides a structured and focused set of courses that can be used to enhance a student's baccalaureate experience or professional development. There will be a Mandatory Review of all certificates every five years.

An undergraduate certificate program:

- Requires a minimum of 15 semester hours of which at least 12 semester hours must be upper division
- Requires a minimum grade of "C" or better for all upper division courses
- *Consists of courses that must directly relate in whole or large part to the purpose of the certificate. Example: Geographic area certificates must include only courses specific to the title of the certificate, other than a non-English language*
- Is cross disciplinary; or,
 - Certified by a professional or accredited organization/governmental agency; or,
 - Clearly leads to advanced specialization in a field; or,
 - Is granted to a program that does not currently have a major

PROPOSAL PROCEDURES CHECKLIST

Before academic units can advertise undergraduate certificates or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Curriculum and Academic Programs Committee and Academic Senate, and approved by the appropriate Vice Provost.

A complete proposal should include:

- 1. Justification for the request for Certificate approval. Why should this be a certificate rather than a concentration or a minor, since certificates, by definition, are interdisciplinary, they could not be minors or concentrations, which are housed in disciplines. This proposed certificate (check one):
 - Is cross disciplinary; or,
 - Is certified by a professional or accredited organization/governmental agency; or,
 - Clearly leads to advanced specialization in a field; or,
 - Is granted to a program that does not currently have a major.

Justification: _____

- 2. A supporting letter from the chair of each of the academic units verifying that:
 - A. The proposed certificate has been reviewed and has received faculty approval through appropriate governance procedures in the units concerned.
 - B. The units have the resources to support the certificate as presented in the proposal, without impacting core course resources.
- 3. A supporting letter from the *sponsoring departments and supervising dean(s)* verifying that the certificate has been reviewed and has received approval through appropriate governance procedures in the college(s).
- 4. If the certificate program is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

- 5. A statement concerning the need or demand for the program (student/community/market).
- 6. A description of each units' strengths in relation to the proposed certificate.
 - Who are the primary faculty participants? *Include full name, title/rank (faculty, lecturer, etc.)*
 - How does the certificate fit with their areas?
 - Who are the supporting faculty?
- 7. Procedures and qualifications for admissions to the certificate program.
- 8. A minimum residency requirement: How many hours of the certificate must be ASU credit?
- 9. A description of the requirements for this certificate illustrated with one or more model programs of study. Be specific in listing required courses as well as electives and specify the total minimum number of hours required for the certificate.
- 10. A description of advising procedures as well as measures for verification of completion of the certificate.
- 11. A description of the administration of the new certificate.
 - How many students will be admitted?
 - Are any new courses required? If so, provide course syllabi and Proposal for Curriculum Action forms.
 - How will the certificate program be governed/administered?
 - What are the budgetary implications, e.g., will library and other forms of academic support resources, equipment, space and personnel services be needed? Specify the source for any additional resources.
 - How will student recruiting be funded and staffed?
 - Provide a procedure to check student transcripts and notify the registrar's Graduation Office so that the certificate appears on the transcript including the correct title.
- 12. A completed Appendix document. This information is to be used during the implementation phase to ensure this program appears correctly and completely on Degree Search.
- 13. Attach other information that will be useful to the review committees and the Office of the Provost.

SCHOOL OF INTERNATIONAL LETTERS & CULTURES

(SILC)

Proposal for the European Union Studies Certificate Program

1. Justification of Program

The proposed certificate is trans-disciplinary in nature. Although, at its basis, it studies the cultures of Europe, and is thus housed in [School of International Letters and Cultures \(SILC\)](#) and supported by the Europeanists there, it engages also with ASU experts on the EU in the fields of Political Science, History, Economics, Geography, and potentially other fields as well. The certificate is not affiliated with any degree program at ASU, and there are no similar degrees or certificates dealing with the EU.

2. Support from other academic units

Supporting letters from the chair of Economics and the directors of the School of [Historical, Philosophical and Religious Studies \(SHPRS\)](#); the [School of Geographical Sciences and Urban Planning \(SGSUP\)](#); and the [School of Politics and Global Studies \(SPGS\)](#) are attached to this proposal. No resources beyond current course offerings and staffing are required.

3. Support from SILC and CLAS

[to be supplied]

4. An Opportunity to Gain Skills and Certification Not Provided by Other Programs at ASU

The purpose of the certificate is to promote knowledge of the European Union and to certify individuals as they become competent in European Union studies. Since the European Union is the biggest economic bloc in the world and also one of the most important economic and political partners of the United States, this certification will demonstrate valuable professional expertise to potential employers and be a beneficial complement to the bachelor's degree. It may also serve as a training opportunity for business persons and others wishing to enhance their knowledge of European cultures, politics, economics and societies. No similar program is currently offered by ASU.

5. Demand for the Program

There is demand for the certificate from students who wish to study, intern, or work in the European Union or who desire to pursue an international career. As noted, it is also expected to draw business people and others interested in European cultures from the metropolitan area. The courses involved in the proposed certificate already enroll significant numbers of students; the certificate will enable and encourage students to focus on EU studies in a focused way and to receive formal acknowledgement of their efforts.

6. Each Unit's Strength in Relation to the Proposed Certificate

Primary Faculty

Carolyn Warner, Professor and Head of Political Science in the School of Politics & Global Studies

Sylvain Gallais, Clinical Professor of French in the School of International Letters & Cultures and of Economics in the W. P. Carey School of Business

The primary faculty have published widely on the culture, politics, economy, and history of the EU and offer courses dealing specifically with Europe and the EU.

Supporting Faculty

Monica Green, Professor of History, SHPRS

Aleksandra Gruzinska, Assistant Professor of French, SILC

Anna Holian, Assistant Professor of History, SHPRS

Peter Horwath, Professor of German, SILC

Ileana Orlich, Professor of Romanian, SILC

J. Duncan Shaeffer, Senior Lecturer, SGSUP

Danko Sipka, Professor of Slavic Languages, SILC

Victoria Thompson, Associate Professor of History, SHPRS

Juliann Vitullo, Associate Professor of Italian, SILC

Kent Wright, Associate Professor of History, SHPRS

Supporting faculty members' expertise on the EU and EU states will enrich students' knowledge and understanding of that entity from a transnational and trans-disciplinary perspective.

7. Procedures and Qualification for Admissions to the Certificate Program

Degree students: ASU students with at least a 2.00 GPA and sophomore standing or above in any degree program will be eligible for the European Union Certificate Program.

Non-degree students: Must have completed two years or more of college.

Admission to the Certificate Program will be approved by the certificate coordinator Sylvain Gallais, in consultation with advisors.

8. Minimum Residency Requirement

All credits must be ASU credits.

9. Requirements for the Certificate

In addition to the course work and examinations required in the major field of interest, students will be responsible for fulfilling the minimum certificate requirement of 18 credit hours, in addition to the basic language requirement (see below). These credit hours will be chosen in consultation with the certificate coordinator and advisors.

Language Requirement

Students must demonstrate proficiency in an EU language other than English at the intermediate level. The language requirement can be satisfied by completing a 201–202 sequence or equivalent; engaging in at least one year of study abroad at the intermediate level; or achieving a satisfactory score on a proficiency exam.

Course Requirements (18 Credit Hours)

Required core course (3 credits): Either ECN 331 - Economics of the European Union (S. Gallais) or POS 356 European Union (C. Warner).

Five elective courses from the following list (15 credits). Additional courses may be approved by the coordinator of the certificate program.

Of these fifteen credits, at least three must be in history (HST) or geography (GCU); at least three must be from a SILC Civilization course, and at least three must be taken in a non-English EU language.

[ENG 429 Studies in European Literature and Culture](#)

[FRE 322 French Literature](#)

[FRE 325 Introduction to French Film](#)

[FRE 416 French Civilization II](#)

[FRE 494 French Women in Arts/Society](#) [GCU 325 Geography of Europe](#)

[GER 416 German Civilization](#)

[GER 422 German Literature II](#)

[GER 453 German Masterpieces in Film](#)

[HST 304 Studies in European History](#)

[HST 351 Renaissance Europe](#)

[HST 356 Europe since 1945](#)

[HST 364 Sex and Society in Modern Europe](#)

[HST 367 Modern Britain](#)

[HST 368 Culture and Imagination in European History](#)

[HST 370 Eastern Europe in Transition](#)

[HST 394 Culture and Society in Modern Europe](#)

[HST 427 French Revolut/Napoleonic Era](#)

[HST 428 Modern France](#)

- [HST 429 Modern Germany](#)
- [HST 432 Eastern Europe and the Balkans in the 20th Century](#)
- [HST 438 Modern Spain](#)
- [HST 465 Women in Europe, 1750 to Present](#)
- [ITA 315 Italian Civilization](#)
- [ITA 322 Introduction to Italian Literature II](#)
- [ITA 420 Italian Cinema](#)
- SLC 494; ENG 494; GCU 494; POS 494 Stalinism in Literature and Films in Modern Europe
- SLC 494 Society and Culture in Modern Europe
- SLV 394 Societies in New Eastern Europe
- [SPA 426 Spanish Literature](#)
- [SPA 473 Spanish Civilization](#)

10. Advising Procedures and Measures for Verification of Completion of the Certificate

Students who are interested in the European Studies Certificate Program will contact the coordinator of the program to plan a course of study. Students will also consult the academic advisors of SILC to coordinate academic plans for the Certificate program and their majors.

The completion of the requirements will be reviewed both by students' designated advisors and the coordinator of the Program. A minimum grade of "C" or better is required in each course. In the end, the coordinator will sign off on the certificates.

Contact:

Coordinator: Dr. Sylvain Gallais
Clinical Professor of French and Economics
SILC/W. P. Carey
sylvain.gallais@asu.edu

11. Administration of the certificate program

We expect to begin with 3–5 students in the first year and intend to increase the number over the next five years. Here is our projected number.

Year 1	Year 2	Year 3	Year 4	Year 5
5	10	12	15	20

No new courses are required to implement the Certificate.

The coordinator of the Program and/or SILC advisors will meet students at least once a semester to see if they are on track to meet the certificate requirements, and if not, what can be done to remedy those problems.

The Certificate Program will utilize existing library and academic support resources. No additional equipment, space, or personnel service will be necessary.

Certificate faculty and undergraduate advisory staff in the cooperating units will perform student recruitment. Activities and events for recruiting will be funded by the existing funds.

12. Appendix

Attached.

APPENDIX - PROPOSAL TO ESTABLISH A NEW UNDERGRADUATE CERTIFICATE

(This information is used to populate the [Degree Search](#)/catalog website.
Please consider the student audience in creating your text.)

1. Program Description (150 words maximum)

The European Union, or EU, is the biggest economic bloc in the world and also one of the most important economic and political partners of the United States. This certificate enables the student to develop expertise in the cultures, governments, and economies of the EU. It thus gives expertise valuable to potential employers doing business in the EU. It may serve as a beneficial complement to a bachelor's degree, or as a non-degree program training business persons and others who wish to enhance their knowledge of European cultures, politics, economics and societies.

2. Contact and Support Information

Office Location (Building & Room): LL 446A

Campus Telephone Number: 480-965-6394

Program email address: sylvain.gallais@asu.edu

Program website address: <http://silc.asu.edu/>

3. Program Requirements: Provide applicable information regarding the degree such as curricular restrictions or requirements, specific course lists, or academic retention requirements.

Required core course (3 credits):

Either ECN 331 - Economics of the European Economic Union (S. Gallais) or
POS 356 European Union (C. Warner).

Five elective courses from the following list (15 credits). Additional courses may be approved by the coordinator of the certificate program.

Of these fifteen credits, at least three must be in history (HST) or geography (GCU); at least three must be from a SILC Civilization course, and at least three must be taken in a non-English EU language.

[ENG 429 Studies in European Literature and Culture](#)

FRE 322 French Literature

[FRE 325 Introduction to French Film](#)

[FRE 416 French Civilization II](#)

FRE 494 French Women in Society, Politics and the Arts

[GCU 325 Geography of Europe](#)

[GER 416 German Civilization](#)

[GER 422 German Literature II](#)

[GER 453 German Masterpieces in Film](#)

[HST 304 Studies in European History](#)

[HST 351 Renaissance Europe](#)

[HST 356 Europe since 1945](#)

[HST 364 Sex and Society in Modern Europe](#)

HST 365 Women in Europe

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[HST 427 French Revolut/Napoleonic Era](#)

[HST 428 Modern France](#)

[HST 429 Modern Germany](#)

[HST 432 Eastern Europe and the Balkans in the 20th Century](#)

[HST 438 Modern Spain](#)

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SLC 494; ENG 494; POS 494; GCU 494 Stalinism in Literature and Films in Modern Europe

SLC 494 Society and Culture in Modern Europe

SLV 394 Societies in New Eastern Europe

[SPA 426 Spanish Literature](#)

[SPA 473 Spanish Civilization](#)

- 4. Additional Admission Requirements** If applicable list any admission requirements (freshman and/or transfer) that are higher than and/or in addition to the university minimum undergraduate admission requirements.)

Degree students: ASU students with at least a 2.00 GPA and sophomore standing or above in any degree program will be eligible for the European Union Certificate Program.

Non-degree students: Must have completed two years or more of college.

MEMO

To: Dean of Humanities Neal Lester

From: Robert Joe Cutter, Director 

Date: June 9, 2011

Re: European Studies Certificate

The School of International Letters and Cultures received permission to propose a Certificate in European Union Studies. The proposal has now been reviewed and approved by our Undergraduate Steering Committee. We also have letters of support from our principal partners: the History Faculty in the School of Historical, Philosophical, and Religious Studies and the School of Politics and Global Studies. I have reviewed the proposal, and it has my full support.

College of Liberal Arts and Sciences

School of International Letters & Cultures

PO Box 870202

Tempe, AZ 85287-0202

(480) 965-6281 Fax: (480) 965-0135

silc@asu.edu

<http://silc.asu.edu/>

ASU
ARIZONA STATE UNIVERSITY

6 June 2011

Professor Joe Cutter
Director, SILC

Dear Joe,

I have had a chance to review the proposal for a European Union Studies Certificate Program, forwarded to me by Michael Tueller. The proposal is a model for trans-disciplinary work at ASU, linking a large number of disciplines in the humanities and social sciences, and in a way that is not provided by other programs at the university. There is no need to insist on the importance of the object of study itself – the European Union is *sui generis*, whether considered as political, economic, social, or cultural entity. It is a marvelous idea to make study of the EU available to ASU students in this innovative fashion. I can pledge the enthusiastic support of the Faculty of History - I guarantee that the large number of Europeanists in History will be grateful for the opportunity to participate in this fine program.

Please let me know if I can answer any specific questions about the contribution of the Faculty of History to the EU Studies Certificate – and thank you for the opportunity to review the proposal.

Sincerely,

Kent Wright
Head of Faculty of History

COLLEGE OF LIBERAL ARTS AND SCIENCES
School of Historical, Religious & Philosophical Studies

PO BOX 874302, TEMPE, AZ 85287-4302
(480) 965-5778 FAX: (480) 965-0310



May 9, 2011

To: Professor Joe Cutter
From: Patrick J. Kenney
Re: Support for the EU Studies Certificate

Dear Professor Cutter:

I am writing in support of the proposal for an EU Studies Certificate. I am supportive of this for several reasons. First, it would meet the needs and interests of some of the students in our School who would like to broaden their knowledge and understanding of the European Union and countries within it, and be able to show on their resume that they have completed a series of courses that further that goal. Second, this certificate program would require no additional staffing or dedication of resources. We already offer one of the two core courses on a regular basis (POS 356) and we offer another course regularly, European Democracies, for which we'll be applying for a permanent number this fall. Finally, this certificate program brings together a number of disciplines, furthering the mission of the University, including showing students the advantages of interdisciplinary approaches to a topic.

If you need additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Patrick J. Kenney".

Patrick J. Kenney
Director School of Politics and Global Studies

From: Neal Lester [neal.lester@asu.edu]
Sent: Thursday, September 15, 2011 11:11 PM
To: curriculumplanning@asu.edu
Cc: Jenny Smith
Subject: FW: Proposals for Undergraduate Certificates
Attachments: TESOL Certificate.pdf; European Union Studies Cert.pdf

Importance: High

approved

Neal A. Lester, PhD
Dean of Humanities
Professor of English
Coordinator, **Project Humanities** [<http://humanities.asu.edu>]
Chair, Board of Directors, Arizona Humanities Council

ARIZONA STATE UNIVERSITY
Office: 480 965 3391 | FAX: 480 965 1093
P.O. Box 876505; Tempe, AZ 85287-6505

From: Jenny Smith
Sent: Thursday, September 15, 2011 9:05 AM
To: Neal Lester
Cc: Paul LePore; Mary Margaret Tamiso
Subject: Proposals for Undergraduate Certificates
Importance: High

Neal,

The CLAS Curriculum Committee and Senate have approved the following new undergraduate certificate proposals.

- . Proposal to establish a TESOL Undergraduate Certificate
- . Proposal to establish a European Union Studies Undergraduate Certificate

Please forward these proposals with your approval to curriculumplanning@asu.edu

Thank you,
Jenny

From: Arthur Blakemore
Sent: Monday, November 21, 2011 3:47 PM
To: Frederick Corey
Cc: Jenny Smith; Julie Ramsden; Sylvain Gallais
Subject: RE: European Union Studies

I do approve. However, as I explained to Sylvain, our upper division courses do have prereqs that must be met so I just wanted to be clear about that.

From: Frederick Corey
Sent: Monday, November 21, 2011 3:43 PM
To: Arthur Blakemore
Cc: Jenny Smith; Julie Ramsden; Sylvain Gallais
Subject: European Union Studies

Dear Art,

The School of International Letters and Cultures has proposed an undergraduate certificate in European Union Studies. The program description is as follows:

The European Union, or EU, is the biggest economic bloc in the world and also one of the most important economic and political partners of the United States. This certificate enables the student to develop expertise in the cultures, governments, and economies of the EU. It thus gives expertise valuable to potential employers doing business in the EU. It may serve as a beneficial complement to a bachelor's degree, or as a non-degree program training business persons and others who wish to enhance their knowledge of European cultures, politics, economics and societies.

As the certificate includes courses from the Department of Economics, we need to know if you support the certificate. By reply to this email, would you indicate if you approve? We will include the document in the material that goes to CAPC.

With many thanks, Fred

Frederick C. Corey, PhD
Vice Provost
Dean, University College
Director, School of Letters and Sciences
411 North Central Avenue
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Arizona State University