PROPOSAL TO CREATE A CERTIFICATE PROGRAM

***Instructions:***

**1) Complete ALL fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.**

**2) Do not delete any part of the form.**

**3) Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.**

**4) Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.**

**5) If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond save your document and reopen it.**

DATE: Click here to enter a date.

COLLEGE/INSTITUTE: Choose an item.

DEPARTMENT: Choose an item.

EFFECTIVE DATE: Fall Click here to enter text. (year)

Provide a one sentence description of change (i.e., Prerequisite change for EN XXX)

Click here to enter text.

I. GENERAL INFORMATION:

1. Program title:

Click here to enter text.

1. Credit hours requirements (a minimum of 12 hours is required):

Click here to enter text.

1. Target Audience:

Click here to enter text.

1. Certificate Description: (Catalog Ready Description)

Click here to enter text.

1. OBJECTIVE OF THE PROPOSED CERTIFICATE PROGRAM
	1. What is the proposed certificate program intended to do?

Click here to enter text.

* 1. The program should package professional skills or life-long learning enhancement around related skill and knowledge sets through a set of courses. Explain how your program meets these standards.

Click here to enter text.

* 1. List the specific student learning outcomes.

Click here to enter text.

* 1. Will the program be comprised of existing academic courses? Explain.

Click here to enter text.

* 1. Whenever possible or practical, the certificate program should lead seamlessly into a major. Explain how this certificate program could lead the individual (student) toward a degree seeking program?

Click here to enter text.

* 1. Schedule of course rotation (course rotations will need to be sufficient to allow cohorts to complete the program in two semester; with no certificate program course rotation in excess of 2 academic years):

Click here to enter text.

1. RATIONALE
	1. Reason for developing the proposed certificate program:

Click here to enter text.

* 1. What is the anticipated enrollment for this certificate program?

Click here to enter text.

IV. SUMMARY OF CURRICULUM

1. Describe the curriculum for this certificate program.

Click here to enter text.

1. List of requirements as they will appear in the MUW Bulletin.

Click here to enter text.

1. Do the courses that comprise the certificate program have any prerequisites? If yes, list the courses. (Note: certificate programs should not contain hidden pre-requisites.)

Click here to enter text.

V. ADMINISTRATIVE INFORMATION:

* 1. To what extent will present faculty need to upgrade their competencies in order to meet the instructional requirements of this program?

Click here to enter text.

* 1. Will the program be taught by existing faculty? [ ]  Yes [ ]  No

Please explain how the courses will be taught within the current faculty load and course rotation?

Click here to enter text.

* 1. Will additional funds be needed for equipment or supplies?

Click here to enter text.

* 1. Will part or all or the program be available online? [ ]  Yes [ ]  No

Please indicate the courses which will be available online.

Click here to enter text.

* 1. Please include the marketing plan for the certificate program.

Click here to enter text.