

PROPOSAL TO CREATE A CERTIFICATE PROGRAM

COLLEGE/INSTITUTE:

DEPARTMENT:

DATE:

EFFECTIVE DATE:

I. GENERAL INFORMATION:

- A. Program title:
- B. Credit hours requirements (a minimum of 12 hours is required):
- C. Target Audience:
- D. Certificate Description: (Catalog Ready Description)

II. OBJECTIVE OF THE PROPOSED CERTIFICATE PROGRAM

- A. What is the proposed certificate program intended to do?
- B. 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.
- C. List the specific student learning outcomes.
- D. Will the program be comprised of existing academic courses? Explain.
- E. 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?
- F. 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):

III. RATIONALE

- A. Reason for developing the proposed certificate program:
- B. What is the anticipated enrollment for this certificate program?

IV. SUMMARY OF CURRICULUM

- A. Describe the curriculum for this certificate program.
- B. List of requirements as they will appear in the MUW Bulletin.
- C. 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.)

V. ADMINISTRATIVE INFORMATION:

- A. To what extent will present faculty need to upgrade their competencies in order to meet the instructional requirements of this program?
- B. 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?
- C. Will additional funds be needed for equipment or supplies?

- D. Will part or all of the program be available online? (Yes/No) Please indicate the courses which will be available online.
- E. Please include the marketing plan for the certificate program.

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