



NEW CERTIFICATE PROGRAM REQUEST FORM

Administrative Information:

Program Name: _____

CIP Code: _____

Number of Required Semester Credit Hours (SCHs): _____

Administrative Unit: _____

Proposed Implementation Date: _____

Program Information:

Statement of Purpose: What are the educational goals of the proposed program? What is the link between the proposed certificate program and existing programs? If the specific certificate program is subject to licensure and/or accreditation standards, these must be specified, and proof that the certificate program meets these standards.

Student Demand: What evidence exists that suggests there is sufficient student demand to warrant the implementation of the proposed certificate program?

Enrollment Projections: What will be the projected enrollments?

Degree Requirements: What are the program's requirements, including what courses are used in the program, how frequently are they are offered, and what new courses are proposed?

Faculty List: What faculty will be involved in the program?

Students: Describe general recruitment efforts and admission requirements.

Program Administration: Who will be the program director? How will the program director be selected? What unit will be responsible for overseeing the program and the curriculum? Who will be responsible for advising students and for monitoring their progress? What will be the procedure involved for awarding certificates?

Facilities and Equipment: Describe the availability and adequacy of facilities and equipment to support the program.

Budget: How much is the program anticipated to cost over the next five years?

Evaluation: Describe the evaluation process that will be used to assess the quality and effectiveness of the new degree program.

Endorsements: Endorsements from all chairs of departments involved in the proposed certificate program and/or all center directors involved should be included as an appendix.