

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

COLLEGE/INSTITUTION

DEPARTMENT

EFFECTIVE DATE

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

I. GENERAL INFORMATION

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

II. OBJECTIVE OF THE PORPOSED 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 semesters; with no certificate program course rotation in excess of two 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?

Yes

No

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

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.