

Proposal for a New Certificate Program

09/14/2021

Using this form as an outline, complete your proposal for a new certificate program and attach the proposal to a completed Form C.

A) Program Identification

1. Title of certificate
2. Department where certificate will be housed
3. College
4. Implementation date
5. Delivery method: face to face, online, hybrid, onsite or off campus

B) Description

1. Certificate program description including number of credits and how it relates to an existing degree program
2. Learning Outcomes
3. List of courses/additional requirements
4. Description of how students in the certificate program will be assessed
5. Describe how advising of students will be done
6. Describe how the program will be evaluated

C) Rationale

1. Describe the need for this certificate program
2. Intended audience for the program

D) Resources

1. Additional resources needed beyond existing degree program
2. Special considerations (personnel, facilities, classified staff, faculty)