

**COLLEGE OF ARTS AND SCIENCES
FORMAT FOR PROPOSAL
FOR NEW CERTIFICATE**

Department or Program: _____

Proposed Certificate: _____

Projected Date of Implementation: _____

Please append responses to the following questions:

1. What are the chief features and primary objectives of the proposed certificate? Describe any innovative features.
2. Why is the certificate needed?
3. Please list the major student outcomes (or set of performance-based standards) for the proposed new certificate.
4. Explain how these student learning outcomes will be assessed (student portfolios, graduate follow-up, employer survey, standardized test, etc.) and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.
5. What courses will constitute the certificate? Describe each briefly, and please note any prerequisites required by courses constituting the certificate. Why were these courses selected? How do they form a coherent and unique plan of study representing depth as well as breadth of learning?
6. Are there any particular staffing or teaching problems typically associated with these courses? If so, how might they be addressed?
7. Describe the student population to be served. What are the admissions requirements for students who want to select this certificate?
8. How does the certificate complement the departmental, College, or campus mission? Does the new certificate replicate what is already being offered elsewhere on campus?
9. What cooperative relationships, if any, will the new certificate establish with other departments or programs? Please describe any such contact that has already been established. We encourage you to submit letters of support from other departments and schools whose offerings might overlap with or be enhanced by the proposed certificate.
10. List the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).

Contact Person—Print or Type Name

Date

Director of Undergraduate Studies—Signature

Chair's Name—Signature

Print or Type Name

Print or Type Name