

**EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS**

OUTLINE FOR SUBMITTING PROPOSALS FOR NEW UNDERGRADUATE CERTIFICATES

Proposals for undergraduate certificates should be submitted in narrative form, using the following outline. Directions for preparing undergraduate certificate proposals are on the following page.

PROPOSED CERTIFICATE NAME: _____
DEPARTMENT(S)/SCHOOL(S) _____ **COLLEGE(S):** _____
CONTACT PERSON _____ **CONTACT PHONE:** _____
_____ **CONTACT EMAIL:** _____
REQUESTED START DATE: TERM _____ **YEAR** _____

I. Rationale

II. Description

- A. Goals and Objectives
- B. Program
- C. Admission
- D. Projections

III. Assessment

IV. Budget

V. Action of the Department/School and College

1. Department/School (Include the faculty votes/signatures from all submitting departments/schools.)

Vote of faculty: For _____ Against _____ Abstentions _____
(Enter the number of votes cast in each category.)

I support this proposal. The certificate program can _____ cannot _____ be implemented without additional College or University resources.

Department Head/School Director Signature Date

2. College (Include signatures from the deans of all submitting colleges.)

I support this proposal. This certificate program can _____ cannot _____ be implemented within the affected College without additional University resources.

College Dean Signature Date

VI. Approval

Associate Vice-President for Academic Programming Signature

Date

VII. Appendices:

A. Market Analysis/Needs Assessment (if appropriate)

B. New/Revised Course Forms

C. Cost Analysis. (Complete only if the certificate cannot be implemented without additional University resources. Fill in Estimated Resources for the sponsoring department(s)/school(s). Attach separate estimates for other affected departments/schools.)

Estimated Resources:	Year One	Year Two	Year Three
Faculty / Staff	\$ _____	\$ _____	\$ _____
SS&M	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

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DIRECTIONS FOR PREPARING PROPOSALS FOR NEW UNDERGRADUATE CERTIFICATES

Undergraduate certificates must meet the following criteria:

- Undergraduate certificates may only be offered in conjunction with or subsequent to a baccalaureate degree. They cannot be ‘stand alone’ certificates, offered to students who are not pursuing or do not have a bachelor’s degree. For students pursuing an undergraduate certificate concurrent with a bachelor’s degree, the certificate will be awarded upon graduation.
- Certificates will consist of a minimum of nine credits at the 300-level or above, all of which must be taken at EMU. Prerequisite or lower-level coursework may be transferred from another university or community college.
- Credits used for a certificate cannot also be used to satisfy major, minor or general education requirements.

Departments/Schools intending to submit proposals for new undergraduate certificates are encouraged to consult with the Course and Program Development Office prior to submitting such proposals. Proposals for new undergraduate certificate programs should be submitted in narrative form, according to the following guidelines:

I. Rationale: Explain completely the rationale for the proposed certificate. If it is the result of a market analysis or needs assessment, include documentation as an appendix.

II. Description

A. Goals, Objectives, Student Outcomes. List the goals, objectives and/or student learning outcomes as specifically as possible. Goals, objectives and outcomes should be developed and stated so as to permit ready assessment of whether or not they are being met.

B. Program

1. List all current courses that will be included in the certificate program, and indicate whether they will be required, restricted electives or electives. Care should be exercised to see that all courses implement program goals, objectives and outcomes.
2. List all new or revised courses that will be needed for the program. Care should be exercised to see that all courses implement program goals, objectives and outcomes. A completed Request for a New Course or Request for Course Revisions form for each new or revised course should be included as an appendix.
3. Indicate the primary setting and format in which the program will be offered, i.e. on campus, off campus, on-line, etc. If the program will require a significant contribution from Continuing Education, provide evidence of Continuing Education support.
4. Provide an anticipated schedule of course offerings.
5. Outline a typical program of study a student would follow in completing the certificate.
6. **(Interdisciplinary programs only)** Through which department, school, or college will the program be administered?

C. Admission (Complete only if admission requirements are different from regular University admission requirements.)

1. What admission requirements will be established for the program (GPA, national examinations, interviews, letters of recommendation, etc.)?
2. If conditional admission is to be granted, how will this be determined and what requirements will be established that are different from those of regular admission?

D. Projections

1. Project the number of students at initial enrollment and after the certificate program is established.

III. Assessment: Provide a plan for evaluating the quality of the program, and a schedule for this evaluation. The evaluation plan should assure the inclusion of objective data to determine the degree of success in reaching stated goals, objectives and outcomes.

IV. Budget. Provide budgetary information about the proposed certificate. If there are increased costs, can they be covered by current Department/school and/or college budgets? If not, indicate likely funding sources. If additional University resources will be needed, complete Cost Analysis and include as an appendix. (**Note:** If a significant portion of the cost of the certificate program will be borne by Continuing Education, include evidence of Continuing Education's willingness to bear those costs.)