

EASTERN MICHIGAN UNIVERSITY  
DIVISION OF ACADEMIC AFFAIRS

**OUTLINE FOR SUBMITTING PROPOSALS FOR NEW UNDERGRADUATE CERTIFICATES**

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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): \_\_\_\_\_ COLLEGE(S): \_\_\_\_\_

DEPARTMENT CONTACT \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

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**I. Rationale**

**II. Description**

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

**III. Assessment**

**IV. Budget**

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**V. Action of the Department/College**

**1. Department** (Include the faculty votes/department head signatures from all submitting departments.)

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

I support this proposal. The certificate program can \_\_\_\_\_ cannot \_\_\_\_\_ be implemented within the affected Department without additional College or University resources.

\_\_\_\_\_  
Department Head 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
- B. Request for New Graduate or Undergraduate 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). Attach separate estimates for other affected departments.)

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

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**DIRECTIONS FOR PREPARING PROPOSALS FOR NEW UNDERGRADUATE CERTIFICATES**

Beginning in Fall 2005, the University will be offering certain types of undergraduate certificates. Criteria for these certificates are as follows:

- 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 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 Appendix A.

**II. Description**

**A. Goals, Objectives, Student Outcomes.** List the goals, objectives and/or student outcomes as specifically as possible. Goals, objectives and outcomes should be developed and stated so as to permit ready evaluation 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 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 form for each new course should be included as Appendix B.
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 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. Indicate the projected implementation date for the certificate program.

2. 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 and/or college budgets? If not, indicate likely funding sources. If additional University resources will be needed, complete Cost Analysis and include as Appendix C. (**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.)