

NEW POST-BACCALAUREATE OR POST-MASTER'S CERTIFICATE PROPOSAL

CERTIFICATE NARRATIVE

Use the following outline to provide a narrative description of the Certificate. The *Narrative* and *Budget* are complementary documents that provide a comprehensive overview of the plan. I also encourage you to review and use the *Policies and Procedures for the Development and delivery of Certificates* (December 2004). This document provides a level of detail that can be valuable as you think through the fine points of certificate development.

CERTIFICATE ADMINISTRATION:

Provide information related to the department(s), college(s), and/or other interdisciplinary units, external partners or advisory boards that are involved in the certificate. Identify the primary administrative unit and contact person.

CERTIFICATE DESCRIPTION & STATEMENT OF NEED:

Provide a description of the proposed certificate including a statement of need—target markets served, projected headcount and recruitment strategies and plans. (Provide copies of any surveys or other sources that document student demand.)

CERTIFICATE SCOPE AND SEQUENCE:

Provide the following Information:

- List of courses and a semester-by-semester curriculum sequence, including a proposed begin and end date.
- Number of semester hours included in the certificate.
- Statement of how the certificate curriculum fits within existing programs and is related to current course offerings.
- List of proposed new courses. (New course proposals should follow the regular approval procedures. Resources required for new courses must be approved through the college resource allocation process.)

CERTIFICATE DELIVERY STRATEGIES

Describe how the certificate courses will be delivered, including:

- Plans to use distance and instructional technologies
- Scheduling considerations, including alternative scheduling plans
- Staffing considerations, including faculty and support staff plans
- Support service considerations, including library, advising, etc.

ADMISSIONS CRITERIA

Describe the extent, if any, to which the proposed certificate's admission criteria, continuation, and exit requirements differ from the requirements of graduate non-degree seeking students and related graduate degree programs. Indicate prerequisites or competencies for entry into the Certificate. Note: Admissions criteria can be more stringent but not less stringent than the university minimum requirements for non-degree applicants.

CERTIFICATE DURATION AND REVIEW PROCESS

Describe the intended duration of the certificate, and the process for certificate review.