New Undergraduate Certificate Program: Certificate of Proficiency (CP)

(6–21 semester credit hours)

1. Proposed effective term/date

2. Name of proposed undergraduate certificate program

3. Proposed CIP code

(This is almost invariably the CIP code of the “parent” degree program.)

4. Reason for proposed CP implementation

5. Provide the following:

5.1 Curriculum outline – list of courses in new program, with required courses underlined

5.2 Total semester credit hours required for proposed Certificate of Proficiency

5.3 New courses with course descriptions

5.4. Program goals and objectives

5.5 Expected student learning outcomes

5.6 Documentation that program meets employer needs

5.7 Student demand *(*projected enrollment*)* for proposed program

5.8 Program approval letter from licensure/certification entity, if applicable

5.9 Names of institutions offering similar programs and the institution(s) used as a model to develop proposed program

5.10 Scheduled program review date

Since every CP program is embedded in a degree program, this will be the date of the next review of the program within which the certificate program will be embedded.

6. Institutional curriculum committee review/approval date

Undergraduate Council:

Council of Deans:

7. Will this program be offered on-campus, off-campus, or via distance delivery? Indicate mode of distance delivery.

7.1 If distance delivery, indicate mode of distance delivery.

(If this will be an online program, also include <adhe-attach-m-online-program-support.pdf> in the documents that go through the curriculum process.)

7.2 If off-campus, identify location and consult the Office of the Provost for additional steps.