

Name of UNDERGRADUATE DEGREE: _____

Name of GRADUATE DEGREE: _____

College/School: _____

Department: _____

Program Leadership	Name	Phone	Email
Undergraduate Department Chair			
Graduate Program Director			
Prospective Program director for new Program			

Academic Requirements:

Implementation Semester: _____

Expected Enrollment Number: _____

Time Limit for Completion: _____

How many credits are required for the undergraduate studies and how many for the Graduate Studies? _____

Undergraduate: _____

Graduate: _____

How many years for completion are expected for the undergraduate studies and how many for the graduate studies? _____

Undergraduate: _____

Graduate: _____



Proposal Form:

List below the required courses for the Undergraduate, Graduate and Combined Program:

Undergraduate Courses		
Course Number	Course Title	Credits
Total Credits		

Graduate Courses		
Course Number	Course Title	Credits
Total Credits		

Double Counted Courses for New Program		
Course Number	Course Title	Credits
Special Accommodations		
Total Credits		



Brief Program Description:

Justification:

Purpose:

Describe the nature of the program, why it is needed and how it is unique.

Benefits:

Describe how this program will benefit students, the program/department, the university, and the community.

Marketing:

Describe your target market and marketing strategies for the program

Competition:

List other schools where a similar program is offered and how the courses are delivered (i.e., onsite, online, hybrid, etc.)

Funding:

Detail costs associated with the startup and operation of the proposed Graduate Certificate (faculty, staff, equipment, space, etc.). Attach to the signed proposal a letter of support from your department chair or college dean.

Admissions Requirements:

Please provide sample curricula in attachment:

Approvals	Name	Signature	Date
Chair of Undergraduate Department			
Director of Graduate Program			
Prospective Director of New Program			
College Committee Chair/ Co-Chair			
Graduate Council			
Graduate Dean			