**PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM**

(CAS, PAC, UC, PBC, GC, PMC, PPC)

**Date:**

|  |  |
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| Campus: | Program: CIP, Certificate Designation, Title |
| Institutional Contact Person & Contact Info (if clarification is needed) |

**1. Certificate Description**

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

\*\* Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. \*\*

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**2. Need**

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

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**3. Students**

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

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**4. Accreditation**

Describe plan for achieving program accreditation.

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**5. Faculty, Administration, & Other Resources**

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

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**6. Cost**

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

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**CERTIFICATIONS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Administrator for Proposed Certificate Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost/Chief Academic Officer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Board/System Office Date

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| **SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE** |
| **Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Certificate Program, Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| FTE = Full Time Equivalent (use the institution’s standard definition and provide that definition). |
| **EXPENDITURES** |
|  | **FIRST****YEAR** |  | **SECOND YEAR** |  | **THIRD****YEAR** |  | **FOURTH****YEAR** |  |
|  | **AMOUNT** | **FTE** | **Amount** | **FTE** | **AMOUNT** | **FTE** | **AMOUNT** | **FTE** |
| Faculty | $ |  | $ |  | $ |  | $ |  |
| Graduate Assistants |  |  |  |  |  |  |  |  |
| Support Personnel |  |  |  |  |  |  |  |  |
| Fellowships and Scholarships |  |  |  |  |  |  |  |  |
| **SUB-TOTAL EXPENSES** | $ |  | $ |  | $ |  | $ |  |
|  |
|  | **AMOUNT** | **AMOUNT** | **AMOUNT** | **AMOUNT** |
| Facilities | $ | $ | $ | $ |
| Equipment |  |  |  |  |
| Travel |  |  |  |  |
| Supplies |  |  |  |  |
| **SUB-TOTAL** | $ | $ | $ | $ |
| **GRAND TOTAL EXPENSES** | $ | $ | $ | $ |
| **REVENUES** |
| Amount & Percentage ofTotal Anticipated From: | **AMOUNT** | **%** | **AMOUNT** | **%** | **AMOUNT** | **%** | **AMOUNT** | **%** |
|  State Appropriations | $ |  | $ |  | $ |  | $ |  |
|  Federal Grants/Contracts |  |  |  |  |  |  |  |  |
|  State Grants/Contracts |  |  |  |  |  |  |  |  |
|  Private Grants/Contracts |  |  |  |  |  |  |  |  |
|  Tuition |  |  |  |  |  |  |  |  |
|  Fees |  |  |  |  |  |  |  |  |
|  Other (specify) |  |  |  |  |  |  |  |  |
| **TOTAL**  | $ |  | $ |  | $ |  | $ |  |