**General Guidelines for  
Proposals to Create a New Certificate Program**

* This form is used to create a new certificate program. A certificate has the primary purpose of providing marketable skills. Certificates may qualify students to take external licensure, vendor-based, or skill standards examinations in the field.
* Proposals to create new certificate programs are **action items** on the UCC agenda.
* Note that while internally there is a separate form to create a new certificate program, the CPE New Undergraduate Program form must be submitted if the undergraduate certificate is at least 24 hours. Thus, for a proposal to create a new certificate requiring 24 or more hours, the UCC requires both the UCC and CPE forms.
* If the proposed certificate program includes courses offered by another department/unit, the head of that department/unit should be consulted regarding staffing and other resources.
* The reference number for the new certificate program will be assigned by the University Registrar after the program receives final approval.
* **Item 1.3** should indicate any special information about the proposed certificate program (e.g., is interdisciplinary, will be administered in college dean’s office, is intended for a particular population of students).
* The catalog description in **item 1.4** should be written in complete sentences, include the total number of hours required, distinguish among core, elective, and restricted elective courses, and indicate the suggested sequence of courses. Additional relevant information may be included.
* In **Item 1.5** the CIP code program designation is determined by the faculty in consultation with the Associate Vice President for Planning and Development.
* **Item 2** should describe the specific learning outcomes of the proposed certificate program. What set of skills and areas of knowledge will a student who completes this proposed certificate program have? Outcomes should be phrased using action words for student learning outcomes.
* **Item 3.1** should discuss the reasons for developing the proposed certificate program, including the issue of value added. What is the proposed certificate program intended to do? How might the proposed certificate program provide service to students in other programs, if known? What societal trends or changes in the academic discipline suggest a need for this certificate program? How will completion of the proposed certificate program affect a student's education and potential employment? Has the proposed certificate program been developed in response to student demand? Employer or alumni demand?
* **Item 3.2** should discuss the relationship of the proposed certificate program to other programs offered by the departments involved. How will the proposed certificate program be related to other programs offered in those departments? Note that it is not sufficient to state that there is not another certificate program like the proposed certificate program; instead, the relationship of the proposed certificate program to other programs in the departments should be described. What similarities are there, and how would the proposed certificate program, if approved, be different from existing programs in the departments?
* **Item 3.3** should discuss the relationship of the proposed certificate program to programs offered in other departments or colleges. Steps taken to insure that there is no significant overlap with other departments should be described. What similarities are there, and how would the proposed

certificate program, if approved, provide knowledge and skills not available in programs offered in other departments?

* **Item 3.4** should state the basis for the projected enrollment in the proposed certificate program as well as the projection itself. Is the proposed certificate program expected to draw students from outside the department/unit?
* **Item 3.5** should describe similar certificate programs offered at other in-state schools and benchmark schools. If the proposed certificate program appears to be unique, why does WKU need it when other institutions do not offer it? For example, is it on the "cutting edge" in the discipline? Will it give WKU an advantage in recruiting students or in preparing students for employment or advanced study?
* **Item 3.6** should explain how the proposed certificate program is consistent with the objectives of the university as reflected in the [mission and vision statements](http://www.wku.edu/about.html) and/or various strategic planning documents.
* **Item 4** should describe the curriculum, including course titles, credit hours for each course, and new courses.
* **Item 5** should discuss staffing and any other budgetary implications of the proposed certificate program. For example, will the proposed certificate program lead to increased enrollment in any of the courses that may be used to satisfy the requirements for the proposed certificate program? If so, how will the increased enrollment be handled? Will any new faculty positions be requested?

Proposal Date:

**College Name Here**

**Department Name**

**Proposal to Create a New Certificate Program**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of program:**

* 1. Program title:
  2. Required hours in program:
  3. Special information:
  4. Catalog description:
  5. Classification of Instructional Program Code (CIP):

**2. Learning outcomes of the proposed certificate program:**

**3. Rationale:**

* 1. Reason for developing the proposed certificate program:
  2. Relationship of the proposed certificate program to other programs now offered by the department:
  3. Relationship of the proposed certificate program to certificate programs offered in other departments:
  4. Projected enrollment in the proposed certificate program:
  5. Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
  6. Relationship of the proposed certificate program to the university mission and objectives:

**4. Curriculum:**

**5. Budget implications:**

**6. Proposed term for implementation:**

**7. Dates of prior committee approvals:**

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| Department/ Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee |  |
| Contact with Office of Academic Affairs |  |
| Professional Education Council (if applicable) |  |
| Undergraduate Curriculum Committee |  |
| University Senate |  |
| Board of Regents |  |