

NEW GRADUATE CERTIFICATE PROGRAM

Certificate Programs are designed to recognize successful completion of predefined coursework in a focused area of study. Completion of a minimum of 12 graduate credits of coursework is required as defined by each Certificate Program. Upon successful completion of the Certificate Program requirements, the Graduate School will issue a Certificate to the student and will record completion of the program on the student's transcript. Certificate Program Proposal Template:

- Statement of sponsorship from the department chair or the course director, and where appropriate, of the department chair or other participating faculty. This statement will verify the commitment of the department(s) of faculty time, facilities and necessary financial support.
- Name of proposed Graduate Certificate Program (not to exceed 18 characters)
- Name of the sponsoring Program and Department or Institute
- Program Director's name
- Identify the specific focus of the Certificate Program and provide a brief description.
- Indicate why it is appropriate and desirable for the MCW to offer this Certificate Program. Please include any available data supporting the need for the Program, interest in the Program, and evidence of competing programs. Describe what, if anything, sets the proposed MCW Program apart from those offered elsewhere.
- How will the proposed Certificate Program complement and relate to existing graduate programs at MCW?
- What are the anticipated sources for student recruitment? Describe the academic qualifications required of students. What is the anticipated enrollment? Identify the prerequisites for admission into the program, above and beyond those imposed by the Graduate School.
- Identify courses, and /or seminars to be included in the required program of studies. For existing approved courses, list by course name and number. Show the expected Course sequence and the general timeframe in which each course will be offered. Note that new course proposals are considered through the GSC approval process, regardless of their inclusion in a proposed or approved certificate program.
- Provide a general description of the resources available to support the program. List supporting faculty members including a brief description of their expertise relating to the graduate certificate. Discuss the effect of offering the Certificate Program and any new courses on the faculty workload. Identify supplies or other resources needed to support the Program (e.g., space, equipment, and funds).
- Describe the relationship of the proposed certificate program to the strategic plans of the department, the Graduate School and MCW.
- What is the anticipated revenue stream? Please meet with the Graduate School to discuss funding of its efforts to register, monitor and graduate students.
- Provide a plan for periodic program assessment. What are the metrics by which student and program success will be measured?

Please submit the information requested above to the Graduate School Office along with a cover letter containing the signatures of all participating faculty so that there is certainty that all participants are fully informed concerning the material being submitted. The proposal will be evaluated by the Graduate School Curriculum and Programs Committee. That Committee may request additional information or revisions to assure the quality and appropriateness of the course. Once approved by the Committee, the Chair of the Committee will bring the course to the next regularly scheduled meeting of the Graduate Studies Council for consideration and approval.

(Approved, Graduate Studies Council, March 3, 2008)