

## NEW POST-BACCALAUREATE CERTIFICATE PROPOSAL

# CERTIFICATE NARRATIVE

Use the following outline to provide a narrative description of the Certificate. The *Narrative* and *Budget* are complementary documents that provide a comprehensive overview of the plan. I also encourage you to review and use the *Policies and Procedures for the Development and delivery of Certificates* (December 2004). This document provides a level of detail that can be valuable as you think through the fine points of certificate development.

### **CERTIFICATE ADMINISTRATION:**

Provide information related to the department(s), college(s), and/or other interdisciplinary units, external partners or advisory boards that are involved in the certificate. Identify the primary administrative unit and contact person.

### **CERTIFICATE DESCRIPTION & STATEMENT OF NEED:**

Provide a description of the proposed certificate including a statement of need—target markets served, projected headcount and recruitment strategies and plans. (Provide copies of any surveys or other sources that document student demand.)

### **CERTIFICATE SCOPE AND SEQUENCE:**

Provide the following information:

- List of courses and a semester-by-semester curriculum sequence, including a proposed begin and end date.
- Number of semester hours included in the certificate.
- Statement of how the certificate curriculum fits within existing programs and is related to current course offerings.
- List of proposed new courses. (New course proposals should follow the regular approval procedures. Resources required for new courses must be approved through the college resource allocation process.)

### **CERTIFICATE DELIVERY STRATEGIES**

Describe how the certificate courses will be delivered, including:

- Plans to use distance and instructional technologies
- Scheduling considerations, including alternative scheduling plans
- Staffing considerations, including faculty and support staff plans
- Support service considerations, including library, advising, etc.

### **ADMISSIONS CRITERIA**

Describe the extent, if any, to which the proposed certificate's admission criteria, continuation, and exit requirements differ from the requirements of graduate non-degree seeking students and related graduate degree programs. Indicate prerequisites or competencies for entry into the Certificate. Note: Admissions criteria can be more stringent but not less stringent than the university minimum requirements for non-degree applicants.

### **CERTIFICATE DURATION AND REVIEW PROCESS**

Describe the intended duration of the certificate, and the process for certificate review.