**UW-Milwaukee**

**Undergraduate Certificate Proposal Format**

**Program Identification**

1. Title of Proposed Certificate: State proposed name as it would appear on a UWM student transcript.
2. Department(s) or Functional Equivalent(s) Sponsoring the Certificate
3. College(s), School(s) or Functional Equivalent(s)
4. Timetable for Initiation

**Rationale**

Discuss reason(s) for establishing a new certificate program in this area of study.

**Institutional Context**

1. Relationship to Mission of Institution
2. Relationship to the Academic Plan
3. Relationship to/Impact on Other UWM Programs

**Need**

Discuss potential demand for the program, target population, estimated enrollment, and related certificate programs offered at UWM.

**Program Description and Evaluation**

**Description**

1. Provide a brief narrative description of the program.
2. Define the nature of the program: Is it a disciplinary concentration where the goal is to achieve a measure of depth within a defined area? Is it multidisciplinary where the goal is to broaden one’s knowledge and/or perspective on a particular area of study?
3. Is this certificate program available to students not pursuing a degree at UWM? If so, you need to contact the Department of Financial Aid to discuss if any US Department of Education regulations apply. If yes, these need to be addressed here.
4. List learning outcomes that will be attained through this certificate. If relevant, discuss professional or certification/licensing standards that are addressed in the proposed curriculum.
5. Discuss any anticipated alternative modes of delivery other than face-to-face.
6. Curriculum - Courses and Credits

Indicate number of credits and the specific courses or choice of electives that make up the certificate program. Describe any capstone requirement.

1. Admission requirements and procedures

Identify minimum grade point average (G.P.A.), any specific background preparation, and any other requirements for admission.

1. Continuation and exit requirements

State minimum grades required in specific courses, if any, and cumulative G.P.A. required in certificate courses. If less than the maximum allowed for certificates, indicate length of time allowed to complete the requirements for the certificate.

1. Allowance for transfer credit (if any)

Transfer credit is subject to the rules stated above. If the program has a more restrictive policy for transfer credit, that should be stated here.

1. Describe the assessment plan to include how the learning outcomes will be assessed, how the information from assessment will be used to improve the program, and how will the effectiveness of the program be evaluated.

**Program Administration**

State position title of person responsible for certificate program (e.g., Director, Coordinator) and name of any committee responsible for curricular development and review, student advising, etc. Describe how this committee will be appointed.

**Participating Faculty**

Please provide a list of participating faculty.

**Resources**

Address issues of cost to the university and any special charges or fees. If additional costs are involved, a letter from the relevant Dean(s) must be included verifying the arrangements to provide for the additional costs.

**Catalog Copy**

Submit copy for the undergraduate catalog in electronic format.