

## Undergraduate Certificate Template

### Program Identification:

Title of proposed certificate: \_\_\_\_\_

Department(s) or functional equivalent(s) sponsoring the certificate:

\_\_\_\_\_

College(s), school(s) or functional equivalent(s):

\_\_\_\_\_

Timetable for initiation: \_\_\_\_\_

**Rationale:** Discuss the reason(s) for establishing a new certificate in this area of study.

**Institutional Context:** Address the proposed certificate's relationship to the mission of the institution, the academic plan, and its impact on other UWM programs.

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

**Program Description and Evaluation:**

**Description:** Provide a brief narrative description of the program. Define the nature of the program—disciplinary or multidisciplinary. Is the certificate available to students who are not pursuing a degree at UWM? If so, contact the Department of Financial Aid to determine if any US Department of Education regulations apply. If so, address them here. List learning outcomes. If relevant, discuss professional or certification/licensing standards that are addressed in the proposed curriculum. Discuss alternative modes of delivery other than face-to-face. Indicate the number of credits and the specific courses or choice of electives that make the certificate program. Describe any capstone requirement. Identify minimum grade point average (GPA), and specific background preparation, and any other requirements for admission. State minimum grades required in specific courses, if any, and cumulative GPA required in certificate courses. Transfer credit is subject to the UWM Transfer Policy. If the program has a more restrictive policy for transfer credit, that should be stated here.

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

**Program Administration:** State the position title of the person responsible for the 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 members.

**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:**

Enter program information in CIM and upload a PDF of the proposal.