General Proposal Template for New Undergraduate Certificate Programs

An Oakland University undergraduate certificate program is a focused course of study that extends, by depth or breadth, knowledge within a specific subject area or discipline. These programs are designed for non matriculating students who are seeking a basic understanding of the subject area or discipline described in the certificate. Students pursuing these programs must meet undergraduate admission requirements or provide a letter of support from a faculty member within the program offering the certificate. Certificate programs must include a minimum of three courses and 9 credits from existing courses within the program.

Oakland University certificate programs are not to be confused with state, vocational, or professional certifications. Completing a certificate shall not provide students with the same knowledge gained from a degree program, and therefore shall not duplicate the major for a program by requiring any more the 50% of the credits required for a major.

ABSTRACT

I. RATIONALE
   a. Program Need
   b. How Program Will Promote the Role and Mission of the University
   c. Program Goals

II. ACADEMIC UNIT
   a. How Program Enhances and Supports Goals of the Unit
   b. Staffing Needs
   c. Faculty Qualifications
   d. Impact on Current Programs

III. PROGRAM PLAN
   a. Overview of Curriculum
   b. Support of Other Departments and Academic Units
   c. Source of Students
   d. Expected Enrollment

IV. ADDITIONAL NEEDS AND COSTS OF THE PROGRAM
   a. New Resources Needed for the Program
   b. Budget or Statement Indicating No Additional Costs
   c. Classroom, Laboratory, Space Needs

V. IMPLEMENTATION TIME LINE

VI. ASSESSMENT