**Request for a New Certificate Program**

**University of Nebraska at Kearney**

College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Title of Certificate Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected Date of Implementation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Certificate (check one):

 \_\_\_\_\_ **Undergraduate Certificate** – These programs generally require 12-24 credits of

 undergraduate-level academic work.

\_\_\_\_\_ **Graduate Certificate** – These programs generally require 12-24 credits of graduate-level academic work.

1. Why is this certificate needed? (Rationale)
2. List the major topics and curriculum of certification.
3. Are there additional admission requirements beyond those specified for non-degree students at UNK?
4. List the major student outcomes (or set of performance based standards) for the proposed certificate.
5. Explain how student learning outcomes will be assessed and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.
6. Describe the student population to be served.
7. How does this certificate complement the campus or departmental mission?
8. Describe any relationship to existing programs on the campus or within the university.
9. List and indicate the resources required to implement the proposed program. Indicate resources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).
10. Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.)

If this program contains courses from other departments or programs, a statement of their awareness must be obtained from the respective Department Chairman or Program Director.

Department/Program Signature of Chair/Director Date

Department/Program Signature of Chair/Director Date

Department/Program Signature of Chair/Director Date

Department/Program Signature of Chair/Director Date

**UNDERGRADUATE Approvals:**

 Department Chair Date \_\_\_\_\_\_\_\_

 College Academic Affairs Committee Date \_\_\_\_\_\_\_\_

 College Dean Date \_\_\_\_\_\_\_\_

 Dean, College of Education Date \_\_\_\_\_\_\_\_

 (if course is part of a Teacher Education Program)

 UNK Academic Affairs Committee Date \_\_\_\_\_\_\_\_

 Senior Vice Chancellor for Academic Date \_\_\_\_\_\_\_\_

 and Student Affairs

**GRADUATE Approvals:**

 Department Chair Date \_\_\_\_\_\_\_\_

 Graduate Program Chair Date \_\_\_\_\_\_\_\_

 College Dean Date \_\_\_\_\_\_\_\_

 Dean, College of Education Date \_\_\_\_\_\_\_\_

 (if course is part of a Teacher Education Program)

 Dean of Graduate Studies Date \_\_\_\_\_\_\_\_

 Senior Vice Chancellor for Academic Date \_\_\_\_\_\_\_\_

 and Student Affairs