***Please complete this proposal when requesting approval for a new undergraduate certificate. Undergraduate certificates should be 12-18 credit hours. Undergraduate certificates do not require state approval, but do require final approval from the Academic Committee.***

* **Proposed Certificate Name and College Offering It:**
* **Proposing unit(s) [department(s) or school(s)]:**
* **Provide a brief summary of the request that will serve as an introduction for the reviewers**
* **Please explain if this program will align with your college’s strategic sizing initiative**
* **Are there potential opportunities for collaborations with other colleges who may share an interest in this field / program?**

**Section I: Need and Demand**

* Describe why there is a need for the proposed certificate
* Indicate whether a needs assessment/market analysis was performed to determine a need for the program. Briefly describe the results of those findings. Please submit the full analysis as an appendix item. In your submission, please include:
  + *Data support sources (ex: Burning Glass)*
  + *Date range of analysis (ex: 1 year, 2 years, 5 years)*
  + *Geographical market: (choose from: national, multi-state (which states), or regional specific zip codes (explain)*
  + *Market analysis delivery method: (choose from: online only, hybrid, face to face)*

*All program requests require the submission of a market analysis – please see your associate dean for further instruction.*

**Section II: Educational Requirements**

*List the curriculum coursework for this certificate in the below grid.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course**  **(name/number)** | **No. of credit hours** | **Major/**  **Core/**  **Technical** | **General**  **Education** | **Elective** | **OTM, TAG**  **or**  **CT2 equivalent course** | **New/Existing**  **Course** | **If an existing course, provide average enrollment numbers for three years** | **Frequency of Offerings** | **Modality** *(online, hybrid, face to face)* | **Offered at Other Campuses or Colleges**  *(Yes or No)* |
| *e.g., MTH130: Statistics* | *e.g., 3s* |  | *X* |  | *X* | *e.g., Existing* |  |  |  |  |
| *e.g., BUS150: Into to Management* | *e.g., 3s* | *X* |  |  | *X* | *e.g., Existing* |  |  |  |  |
| *e.g,BUS350: Managing Healthcare Facilities* | *e.g., 3s* |  |  | *X* |  | *e.g., New* |  |  |  |  |

* List the student learning outcomes, and any internship or capstone experiences.

Learning outcomes should capture the goals of the program and what a student will be able to do after completing the program. Please take a look at this [link](http://www.uc.edu/cetl/ourwork/design.html) from CET&L that provides resources for developing learning outcomes. As a general suggestion, learning outcomes should be something a student could place on their resume as a skill that was learned while completing the program.

* Provide course descriptions for all courses listed in the above curriculum

**Section III: Advising and Mentoring**

Describe how students are advised and mentored through the program.

**Section IV: Admissions Criteria**

Describe the application material required (e.g., transcripts, test scores, letters of reference). What are the admission criteria?

**Section V: Proposed Program Support by Current Faculty and Staff**

\*\*Include a copy of each individual’s CV as an appendix item

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Instructor** | **Rank or Title** | **Full-Time or Part-Time** | **Degree Titles, Institution,**  **Include the Discipline/Field as Listed on the Diploma** | **Years of Teaching Experience**  **In the Discipline/Field** | **Title of the Course(s) This Individual Will Teach in the Proposed Program**  **Include the course prefix and number** |
| ***e.g,***  ***John Smith*** | ***e.g., Professor, Assistant Professor, Adjunct Professor, etc.*** | ***FT or PT*** | ***e.g.,***  ***M.S., Mathematics, ABC University, 1990*** | ***e.g.,***  ***6*** | ***e.g.,***  ***MTH120: College Algebra*** |

**Section VI: Proposed Program Support by Current Facilities**

Describe the facilities and space that would be used to support the proposed program, included university computer and library resources.

**Section VII: Proposed *new* resource requirements**

Describe additional faculty, staff, facility space, technology, or other resources/funding required for the implementation of the new program. This could also include additional administrative /student support services or library resources that are needed.

**Section VIII: University Synergies and/or Potential Areas for Collaboration**

*Describe any anticipated conflicts for enrollments with existing programs at UC*

*Describe any anticipated collabortaions / partnerships with existing programs at UC*

*\*\*If there is significant collaborations specific to this program, all involved colleges will need to be included on the endorsement page*

*Regional campuses must provide documentation of consultation with regional partner*

**Section IX: Competitor Programs at the regional, state or national level**

Describe programs that are likely to be competitors with the proposed program.

**Section X: Describe plans to market the program**

**Section XI: Online Learning Components**

If this program request is for an online program (100 percent of the program is offered online), documentation of consultation will need to be included with this intent, indicating conversations occurred with Vice Provost and Dean of Cincinnati Online, Jason Lemon.

**Section XII: Financial Planning Table (below)**

Please use the table below to provide financial projections for the proposed certificate.

PLEASE NOTE THE BUSNIESS OFFICER AT YOUR COLLEGE SHOULD WORK WITH A REPRESENTATIVE FROM BUSINESS & FINANCIAL AFFIARS TO COMPLETE THIS BUDGET SHEET – FINAL APPROVAL IS CONTINGENT UPON REVIEW BY THE SR. VICE PROVOST OF FINANCIAL AFFAIRS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET WORKSHEET** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Total Projected Enrollment** |  |  |  |  |
| 1. **Projected Enrollment** |  |  |  |  |
| Head-count full time |  |  |  |  |
| Head-count part time |  |  |  |  |
| Full Time Equivalent (FTE) enrollment |  |  |  |  |
|  |  |  |  |  |
| 1. **Projected Program Income** |  |  |  |  |
| Tuition (paid by student or sponsor) |  |  |  |  |
| Expected state subsidy | 0 | 0 | 0 | 0 |
| Externally funded stipends, as applicable |  |  |  |  |
| Other income (if applicable, describe in narrative section below) |  |  |  |  |
|  |  |  |  |  |
| **Total Projected Program Income** |  |  |  |  |
|  |  |  |  |  |
| 1. **Program Expenses** |  |  |  |  |
| New Personnel   * Instruction (technical, professional and general education )   Full \_\_\_\_  Part Time \_\_\_\_   * Non-instruction (indicate role(s) in narrative section below)   Full \_\_\_\_  Part time \_\_\_\_ |  |  |  |  |
| New facilities/building/space renovation  (if applicable, describe in narrative section below) |  |  |  |  |
| Scholarship/stipend support (if applicable, describe in narrative section below) |  |  |  |  |
| Additional library resources (if applicable, describe in narrative section below) |  |  |  |  |
| Additional technology or equipment needs  (if applicable, describe in narrative section below) |  |  |  |  |
| Other expenses (if applicable, describe in narrative section below) |  |  |  |  |
|  |  |  |  |  |
| **Total Projected Expense** |  |  |  |  |
| **Total Projected Surplus/Loss** |  |  |  |  |

**Budget Narrative:**

*(Use narrative to provide additional information as needed based on responses above.)*

**College Business Officer Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Proposal Completed By**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section XII: Endorsements**

**Program Director\***- “I certify that this proposal is endorsed by the proposed program faculty and that they have agreed, in principle, to participate actively in the program.”

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Unit Head\***- “The department will provide the departmental resources and support described in this document toward the development of the proposed program.”

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**College Dean\***- “The college fully supports the development of the program described in this proposal and will provide college resources as described in this document.”

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**\*Attach additional endorsement pages with appropriate names and signatures when more than one program, unit and/or college is sponsoring the proposed new programs**

***\**All regional campus requests require endorsement from regional partner indicating approval of program at this campus**