

Request for New/Modified UConn Certificate Program

Program information

Name of certificate program¹:

Name of sponsoring department(s):

Name of Department Head:

Name of sponsoring School(s) and/or College(s) :

Department head signatures: _____ Date _____

_____ Date _____

_____ Date _____

Dean signature: _____ Date _____

_____ Date _____

Director of certificate program (appointment status² in parentheses):

E-mail address:

Phone number:

Type of certificate (check all that apply)

Post-baccalaureate (includes 1 or more courses numbered 1000-4999)

Graduate (includes only courses numbered 5000 or above)

Non-Credit

Tuition-based

Fee-based

Online

Hybrid

On Campus (specify campus)_____

Other Location³

CIP Code:

DHE Code (If available):

Anticipated start date: _____

Anticipated date of first graduation: _____

¹ If solely a Name Change, indicate old and new name

² e.g., Assistant Professor, Associate Professor, Professor, Assistant Professor in Residence

³ e.g. Offsite, International, Corporate

Projected annual enrollments⁴: _____

Program outline and description of program learning outcomes

Describe why this certificate program is needed and the target audience it is expected to serve. Include the results of market and competitive analyses.

Describe the educational prerequisites (and professional prerequisites, if appropriate) required of students for admission to this program.

Describe similar programs nationally, regionally, or in CT.

Describe the program learning outcomes (upon successful completion of the program, students will be able to...)

Curriculum information⁵

Total number of credits required:⁶

Required courses

List the course number, title, and number of credits for each required course in the program.

Elective courses

List the course number, title, and number of credits for each elective course in the program. Describe any limitations on how electives may be chosen (e.g., 1 course from group 1 and 1 course from group 2).

Detailed course information

For each of the required and elective courses identified above (1) identify the instructor and her/his appointment status, (2) specify the expected frequency of offering (e.g., every semester, once a year), and (3) approval status (existing course or new course: submit minutes of school/college curriculum and courses committee showing approval of new courses).

⁴ Annual Enrollments (e.g. 4 courses in academic year with 15 students per course = 60)

⁵ For each new course that is not already in the Graduate Catalog, complete the Graduate School New Course Creation Form located at: <http://grad.uconn.edu/Graduate-Course-Transmittal.pdf>

⁶ Certificates generally require 12-15 credits of coursework. In a small number of cases where detailed justification has been provided, a certificate program may require only 9 credits. Non-credit = N/A

Program evaluation

Describe how the program will be evaluated, e.g., placement of certificate recipients, exit interviews, student evaluations of teaching, total enrollment.

Resources available to support the program

Financial resources

Describe how the program will be funded. Attach a 3 year pro forma budget.

Facilities/Equipment/Library/Special resources

Indicate any additional or unique resources necessary for program success.

Received in the Provost's Office:

Name	Date
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