

## 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 nine 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 than 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 TIMELINE

#### VI. ASSESSMENT