**NEW GRADUATE CERTIFICATE REQUEST**

**(PLEASE TYPE ALL INFORMATION)**

1. Abstract: Summarize the proposal (including the name and type of certification and its goal(s)):

2. Statement: Demonstrate **the need** for the certification (including other institutions that have similar certifications and their success):

3. Overview:

1. Academic unit and primary contact:
2. Target audience (academic background, estimated number of participants/year, etc.) as well as proposed and maximum timeframes for certification completion:
3. Admission requirements (including prerequisites, if any, and how paths to MS/PhD may be managed when admission has less stringent requirements than an MS/PhD program):
4. Participating faculty (including titles):

4. Curriculum:

1. Courses and descriptions (including total hours):
2. Location and delivery (i.e. on-campus, distance education, etc.):

5. Other Considerations:

1. Evaluation process to assess the quality/effectiveness of the certificate program:
2. Requests for transcript of the certificate to student records:
3. External accreditation (including the name of the accreditation body):
4. Professional associations (including names and involvement):
5. Budget requirements (if any):
6. Any other relevant information: