

Proposal For a New Certificate Program

Title of the Certificate Program:

Catalogue Description of the Certificate Program:

Departments and Faculty Members Proposing the Certificate:

Have the departments proposing the Certificate formally approved the proposal?
(Proposals must be approved prior to being submitted for sub-committee review.)

Requirements of the Certificate Program (include both course requirements, completion requirements, and any student eligibility requirements):

Does this Certificate deal with issues and topics dealt with by departments other than those departments proposing the Certificate? If so, do those departments support the Certificate?

(see attached procedures)

Procedure for Submitting Proposals for New Certificate Programs

- Proposals for new Certificate Programs may be submitted to the Dean of the College twice a year-by October 1 or by February 1. Four copies of each proposal should be submitted. October proposals may be considered at the November Curriculum Committee meeting. February proposals may be considered at the March and/or April Curriculum Committee meetings.
- The Dean will create a sub-committee to review each new Certificate proposal. The sub-committee will submit a report to the Dean, and the Dean will determine whether to forward the proposal to the Curriculum Committee. Certificate Programs approved by the Curriculum Committee can begin accepting students the semester after they are approved.

Please include with the New Certificate Program Proposal Form a narrative that presents an educational justification for the Certificate and addresses the issues of resources and audience.

The narrative should answer the following questions:

- ✓ How does the Certificate Program contribute to the Philosophy and Mission and Vision of Saint Anselm College?
- ✓ What material resources will be needed for the Certificate-library, laboratory, and IT resources?
- ✓ What effect will the Certificate Program have on faculty workloads in the departments contributing to the Certificate?
- ✓ How many currently enrolled students are likely to enroll in the Certificate?
- ✓ How will this Certificate Program contribute to the College's goal of attracting academically talented students?