**College of Arts and Sciences**

Proposal for a New Undergraduate Area Certificate

Area certificates are completed in conjunction with a baccalaureate degree. If you wish to propose a certificate that can be pursued independent from a baccalaureate degree, please write to [collcurr@indiana.edu](mailto:collcurr@indiana.edu) to discuss your proposal.

Please review the information (including the minimum standards for certificates) and instructions for submitting proposals available at <http://go.iu.edu/1gDB>.

# 1. Basic Information

|  |  |
| --- | --- |
| Department/Program: | [Type Name of Department/Program] |
| Title of proposed certificate: | [Type Title of Proposed Area Certificate] |
| Projected Implementation: | May [TYPE YEAR] |

# 2. General description of the certificate

* + What will students learn in the certificate? What types of problems or issues will be explored? What skills will be developed?
  + What are the key or unique features of the certificate?

# 3. Rationale

* Why is the certificate needed?
* Describe the student population to be served by this certificate.
* How does it align with College, campus, and university strategic plans?

# 4. Learning outcomes

* What are the learning outcomes for the certificate?
* How will they be assessed? Be sure to describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.

# 5. Requirements, innovative features, and challenges

* + Describe the curriculum generally along with a brief explanation as to how courses were chosen to be part of the certificate.
  + Describe any innovative features of the certificate.
  + Describe any resources (personnel, library holdings, equipment, etc.) required to implement the certificate and the sources from which the resources will be provided.
  + Describe any particular staffing or teaching problems associated with the certificate or the courses that constitute it.
  + *Required Appendix 1:* List the requirements for the certificate in manner consistent with how they would be listed in the College *Bulletin*. (Be sure that the requirements meet the College’s minimum standards for certificates.)
  + *Required Appendix 2:* List all of the courses along with their *Bulletin* descriptions that may be used to satisfy the requirements for the certificate. Note any prerequisites required for each course.
* List any special requirements or process for admission into the certificate program.

# 6. Relationships, overlap, and opportunities

* Describe how the certificate overlaps with existing degrees, majors, minors, or certificates offered in the College or elsewhere at IUB.
* Describe the extent to which any cooperative relationships, if any, will need to be established with other departments, programs, or schools. Please describe any such contact that you have established.
  + *Required Appendix 3:* Include Letters of support from any school, department, or program that has the potential to be reasonably impacted by the creation of the certificate. These letters must be submitted with the proposal. **IMPORTANT: the College will coordinate soliciting letters, as necessary, from the professional schools (Kelley, SPH, SPEA, Music, etc.); do NOT ask for these letters yourself.**

# Appendix 1 – Certificate Requirements

**Purpose**

[1 paragraph about the purpose of the certificate, with students being the primary audience.]

**Requirements**

Students must complete at least \_\_ credit hours in the certificate, including the College’s minimum Requirements for Certificates and the following:

1. [list requirements]

# Appendix 2 – Course Descriptions

# Appendix 3 – Letters of Support