



Name of New Track/Subplan:

College/School:

Department:

Position	Name	Phone	Email
Subplan Program Director			
Program Advisor (may be director)			
Administrative Assistant			

Academic Requirements:

Parental Program to which this Track/Subplan is related:

Total Credit Hours Required for Graduation in the Parental Program:

Credits in Common with the Parental Program:

List below the courses that the Parental Program and the New Track/Subplan Share:

Course Number	Course Title	Credits	Course Director	Onsite, online or hybrid	Required or Elective	New or Existing	Part of Other Grad Cert

Implementation Semester:

Expected Enrollment:

Time Limit for completion if different from parental degree program:

Other Graduate Program the Track/Subplan is Related to:



Curriculum:

List courses that are specific for the new track, not to exceed the total required credits of the parental program. For new courses, also attach the graduate course proposal form and the course syllabus.

Course Number	Course Title	Credits	Course Director	Onsite, online or hybrid	Required or Elective	New or Existing	Part of Other Grad Cert

Brief Program Description:

Justification:

Purpose:

Describe the nature of the track/subplan, its primary goals, why it is needed and how it is unique.

Benefits:

Describe how this track/subplan will benefit students, the program/department, the university, and the community.

Marketing:

Describe your target market and marketing strategies for the track/subplan.

Competition:

List other schools where a similar program is offered and how the courses are delivered (i.e., onsite, online, hybrid, etc.)

Funding:

Detail costs associated with the startup and operation of the proposed Graduate Certificate (faculty, staff, equipment, space, etc.). Attach to the signed proposal a letter of support from your department chair or college dean.



Admissions Requirements:

Degree: BA/BS

GPA: a minimum of 3.0 is recommended

List prerequisites, if any, including courses or professional background, work experience, etc.

Approvals	Name	Signature	Date
Program Director/ Department Chair			
College Committee Chair/ Co-Chair			
Graduate Council			
Graduate Dean			