

The Graduate School
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BRADLEY
UNIVERSITY

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Request for Authorization to Offer, Modify or Delete a Graduate Certificate Program

Post-Baccalaureate Certificate Program : Addition Modification Deletion

Post Master's Certificate Program: Addition Modification Deletion

Title of Certificate Program: _____

Effective Date: _____

Primary Department: _____ Coordinator: _____

Other Department(s): _____ Coordinator's Assistant: _____

_____ Coordinator's Assistant: _____

Briefly Describe Program (include education objectives):

List Required Courses (include suggested electives):

Department	Course #	Title	Sem. Hours

Dept. Chair Signature: _____ Date _____ Approved: Yes ___ No ___

Collaborating Dept. Chair Signature: _____ Date _____ Yes ___ No ___

College Comm. Chair Signature: _____ Date _____ Yes ___ No ___

Collaborating College Comm. Chair Signature: _____ Date _____ Yes ___ No ___

College Dean Signature: _____ Date _____ Yes ___ No ___

Collaborating College Dean Signature: _____ Date _____ Yes ___ No ___

Chair Graduate Executive Comm.: _____ Date _____ Yes ___ No ___

Provost and VPAA Signature: _____ Date _____ Yes ___ No ___

List Collaborating Universities (if any) _____

Attach Letter(s) of Endorsement

Supporting Documentation

Using the outline format provided below, please supply the following supporting documentation.

I. Educational Objectives and Rationale

A. Program Objectives: How do the certificate program's objectives advance the mission, goals, and objectives of the department(s)?

B. Program Rationale: The program rationale must identify

1. The demand envisioned for the program and the means by which demand was measured.
2. Career enhancement prospects for the students.

II. Program Description

A. Regarding curriculum, attach the following:

1. A statement of the proposed course sequence and a timeline for the completion of the certificate program, including titles and course descriptions both for existing courses and for any new courses that may be developed. Include any course prerequisites.
2. A statement of how the proposed course sequences associated with the certificate program will meet the stated educational objectives.
3. A listing of the requirements for satisfactorily completing the certificate program, including laboratories, portfolios, internships, etc.
4. Syllabi for all courses in the program.

B. Regarding faculty, attach the following:

1. The names of all faculty teaching in the certificate program.
2. A confirmation that all faculty members associated with the program are members of the Graduate Faculty.

C. Regarding resources, attach the following:

1. A statement indicating the extent to which roster faculty and adjunct faculty will be used in delivering the program.
2. A description of the facilities and other resources to be used in this program.

D. Regarding Admissions, attach the following:

1. Include any admission requirements beyond those of the graduate school.

III. Other Supporting Data

A. Diversity: Identify how the program will contribute to the diversity/inclusiveness of the University's programs and the students at Bradley University.

B. Impact on Other Programs: Identify the impact of the proposed certificate program on any related degree program. For example, it should identify the extent to which the curriculum overlaps with the curriculum of existing degree programs.

C. Distance Learning: Identify any possibilities of program delivery using distance education approaches.