Name of Proposed Graduate certificate
Contact for Proposed Graduate Certificate
email and phone number for contact

1. **Introduction**
Provide a statement of the educational objectives of the certificate program.
2. **Curriculum Overview**List the courses associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed. (course approval by normal channels may follow at a later date, as long as the resources are committed, if submitting at the same time as the certificate each proposed course should include Appendix A and follow the proper procedure).
3. **Meeting Educational Objectives**
A statement of how the courses associated with the certificate will meet the stated educational objectives.
4. **Statement of Need**
A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally derived data.
5. **Certificate Administration**
A description of the certificate program's administration, including coordinating/governing committees, additional requirements for membership on student supervisory committees if the certificate is linked with graduate degree programs, etc.
6. **Estimated Budget**
Provide an estimated budget to support the certificate program.
7. **Faculty**
The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of' the courses associated with the program or participating in the design of the curriculum. Adjunct faculty members associated with the program should provide a current curriculum vitae.
8. **Graduate Certificate Coordinator**
The name and address of the faculty member designated as the coordinator of the program.
9. **Student Learning Outcomes and Assessment plan**
Provide the learning goals and the student learning outcomes associated with the goals. The program will need to assess at least three student learning outcomes within three years.

The program will also need to provide an Assessment of Student Learning report to be considered by the Graduate Council Assessment and Review committee as part of the proposal approval process. A template and sample report are available <https://www.k-state.edu/assessment/reporting/grad.html>.

1. **Endorsements/ Support**Endorsements from those academic units (including extension) whose students, courses, or programs could be impacted by the creation of the new graduate certificate. These can be formal written letters of support or emails of support.