**WOU Transcripted Certificate Programs Proposal Form (2014)**

**Division or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certificate Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part I.**

1. Program description.
2. *Certificate Programs must be specifically linked to and/or aligned with professional development. As such, Certificate Programs must target the development of proficiency, competency, and/or expertise in the professional realm and provide documented value to an identifiable industry and/or profession.*

* Please describe how the proposed certificate program targets the development of proficiency, competency, and/or expertise in the professional realm and provides documented value to an identifiable industry and/or profession.

1. *Certificate Programs at WOU must have a minimum of 12 upper-division undergraduate credit hours or 12 graduate credit hours. The curriculum must be designed such that the coursework purposefully targets a specific profession or professions. Programs that include a significant number of electives in broad content areas will not be approved. Certificate programs of different scopes and purposes that do not conform to the above requirements- such as those aligned to specific industry training or certification- may be approved.*

* What profession and standards does the program target?
* Please list the required coursework for the certificate program and the total number of credits to complete the program.

1. *For Certificate Programs at WOU, students can complete the requirements for a major or a minor and receive a Certificate in the same area of study if the student has completed the necessary requirements for that Certificate. Certificates cannot be used to substitute for the minor requirement at Western Oregon University.*

Please indicate which statement applies to this program.

* The certificate program is part of a major. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The certificate program is part of a minor. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The certificate program is stand alone.

Note: *Stand-alone certificate programs are not eligible for federal financial aid. However, if the certificate program is embedded in a bachelor's or master's degree and is part of the student’s degree requirements, the certificate coursework is eligible for receiving federal financial aid.*

1. *Proposals for Certificate Programs must define when students will be granted the Certificate by the university, that is, either concurrent with a degree only or independent of one.*

Please check the appropriate box. The certificate will be granted

* concurrently with a degree.
* independent of a degree**.**

**Also,**

* Proposals must go through the full campus curriculum review process as a new program, starting at the department/division level, proceed through the Curriculum or Graduate Studies Committee (as appropriate), Faculty Senate, and ultimately be approved by the WOU Administration
* Certificate Programs must be approved at the OUS (or equivalent) level. Proposers will need to complete and submit a “Proposal for a New Certificate Program” to the OUS (or equivalent) for approval.