1. **Certificate program name/title**
2. **Certificate level.[[1]](#footnote-1)**
3. **Identify the “parent” degree program from which the certificate’s coursework will be drawn.[[2]](#footnote-2)**
4. **How many units/credits will be required to earn the certificate?**
5. **Will this certificate require the creation of any new courses?**
6. **Will these new courses all be offered as part of the certificate’s parent degree program?**
7. **Will the certificate require the hiring of new faculty to deliver the program?**
8. **Provide enrollment projections for each of the program’s first three years.**
9. **Articulate the program’s learning goals/objectives and indicate how the program will support the institution’s mission and goals?**
10. **Provide evidence of the certificate’s market demand – what career(s) will this program prepare students for, what type of students will enroll in the program (what qualifications/experience are needed), and what is the evidence that this program is needed and that there is student demand for it?**
11. **Provide an outline of the certificate’s curriculum, indicating all required and elective courses (include course number, description, and unit/credit weighting for each course).**
12. **Articulate the program’s student learning outcomes (SLOs; typically 3-6) and show the alignment of courses to program SLOs and, in turn, program SLOs to** [**TU’s institutional SLOs**](https://www.towson.edu/about/mission/)**.**
13. **Please identify the faculty of record who will deliver each course, their faculty status at TU, and terminal degree/area of expertise.**

1. Definitions: An upper division certificate requires successful completion of at least 12 semester credit hours at the junior or senior levels, or both. A post-baccalaureate certificate (or graduate certificate) requires at least 12 credits at the graduate or upper divisional level, the majority of which are at the master’s or specialized postgraduate level. A certificate of advanced study requires at least 30 credits of graduate study beyond the master’s degree. [↑](#footnote-ref-1)
2. All courses offered as part of the embedded certificate should also be offered as part of the “parent” degree. Certificates that are standalone, or whose courses are not drawn in their entirety from a “parent” degree, require a full MHEC proposal, which follows a different review/approval process and proposal template from the one outlined in this document. [↑](#footnote-ref-2)