

**MONTCLAIR STATE UNIVERSITY**

**PROPOSAL FOR A NEW GRADUATE CERTIFICATE PROGRAM**

**Submission Deadline:** Submissions for a new graduate certificate program must be received by The Graduate School by November 1 in order to take effect the following academic year. Approval for a new graduate certificate requires that it be presented to the AIC of the NJ Presidents' Council as an information item, following the University's approval process.

Proposer's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Title of proposed program: \_\_\_\_\_

**Approval Signatures**

\_\_\_\_\_  
Chairperson, Department/Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, College/School

\_\_\_\_\_  
Date

**At this point, forward the proposal to The Graduate School**

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost/Vice President for Academic Affairs

\_\_\_\_\_  
Date

**Additional Approval Signatures**

Signatures of acknowledgement from the chairperson(s) of the department(s) in which collateral courses are housed (if applicable). A course is considered collateral if it housed in a department that is different from the one proposing the new certificate. Copies of email exchanges between faculty proposers and chairpersons are acceptable.

\_\_\_\_\_  
Dept. Chairperson

\_\_\_\_\_  
Dept. Name

\_\_\_\_\_  
Collateral Course #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Chairperson

\_\_\_\_\_  
Dept. Name

\_\_\_\_\_  
Collateral Course #

\_\_\_\_\_  
Date

## **Required Narrative**

***This form must be accompanied by a narrative that includes the following sections:***

1. **Objectives.** Briefly summarize the program, its rationale, and indicate its objectives, e.g., the nature and focus of the program, the knowledge and skills students will acquire, any cooperative arrangements with other institutions or external agencies in offering the program.
2. **Evaluation and Learning Outcomes Assessment Plan.** Evidence should be provided that appropriate evaluation and learning outcomes assessment plans are in place to measure the effectiveness of the program. Present a concrete plan for evaluating the program in terms of curricular design, student achievement, program success, and stakeholder satisfaction. Describe who is responsible for oversight of the assessment and evaluation, including collection, analysis, and use of results to improve the curriculum. In the case of accredited programs, an explanation of how accreditation standards and processes inform the assessment plan should be provided. Please consult the New Jersey Presidents' Council AIC Manual for examples.
3. **Relationship of the Program to Institutional Strategic Plan.** Please refer specifically to Montclair State University's current Strategic Plan. The section should also discuss the program's effect on other programs at the University.
4. **Need.** Provide justification of the need for this program.
  - a) If the program falls within the liberal arts and sciences and does not specifically prepare students for a career, provide evidence of student demand and indicate opportunities for students to pursue advanced study (if the degree is not terminal with regard to further education)
  - b) If the program is career-oriented or professional in nature, provide evidence of student demand, labor market need, and results of prospective employer surveys. Report labor market need as appropriate on local, regional, and national bases. Specify job titles and entry-level positions for program graduates, and/or indicate opportunities for graduates to pursue additional studies.
  - c) Describe the relationship of the program to the University's master plans and priorities.
  - d) List similar programs within the state and in neighboring states and compare this program with those currently being offered.
5. **Students.** Estimate anticipated enrollments from the program's inception until a steady state or optimum enrollment is reached.
6. **Work Program.** Provide an outline of the curriculum, including a list of the courses and credits per course. Indicate the total number of credits in the degree program. Course titles with course descriptions should also be included the narrative.

**Budget Worksheet.** It is recommended that a draft of the budget worksheet be submitted to the Department Chair concurrently with the proposal. A signed budget worksheet from the College's Dean's Office is required in order for the proposal to be advanced to the Provost's Office.

**Note: All new or altered courses for a certificate must be fully approved before the certificate can be offered.**