

Date Changes are Requested to go into Effect Catalog Year: _____

***Please note proposals/changes need to be approved by April 1st of each year to ensure that they make it into the upcoming catalog**

Purpose:

To request to add a new certificate to the Millsaps College academic program.

Instructions:

- Complete the entire form below.
- If the addition of this new certificate affects another department, the proposer should contact the chair of that department and attach email correspondence to show communication and collaboration.
- If the new certificate requires the addition of a new course, please fill out a “Course Addition” form. Each added course requires its own form.
- Similarly, if the new certificate requires changes to an existing course, an “Existing Course Modification/Deletion” form must accompany this request.
- A detailed four-year staffing plan must be submitted with this application.
- The proposal must be viewed and signed by the appropriate Divisional Dean (see below) before being submitted to the Curriculum Committee.
- If unsure about the depth of detail required in this form, contact the Chair of the Curriculum Committee prior to filling the form.
- If more room is needed, please add an addendum and clearly identify which item is continued.

Date: _____

Submitted by: _____

Department: _____

Department Chair Signature (e-signature is acceptable): _____

Proposed New Certificate Name:

Proposed New Certificate Code (4 letters): _____

How many credit hours will the new certificate be? _____

What is the proposed CIP code for this program? _____

What department is this going to be a part of? _____

Have you spoken with your entire department before submitting this proposal to ensure you are on the same page? Check one: YES NO

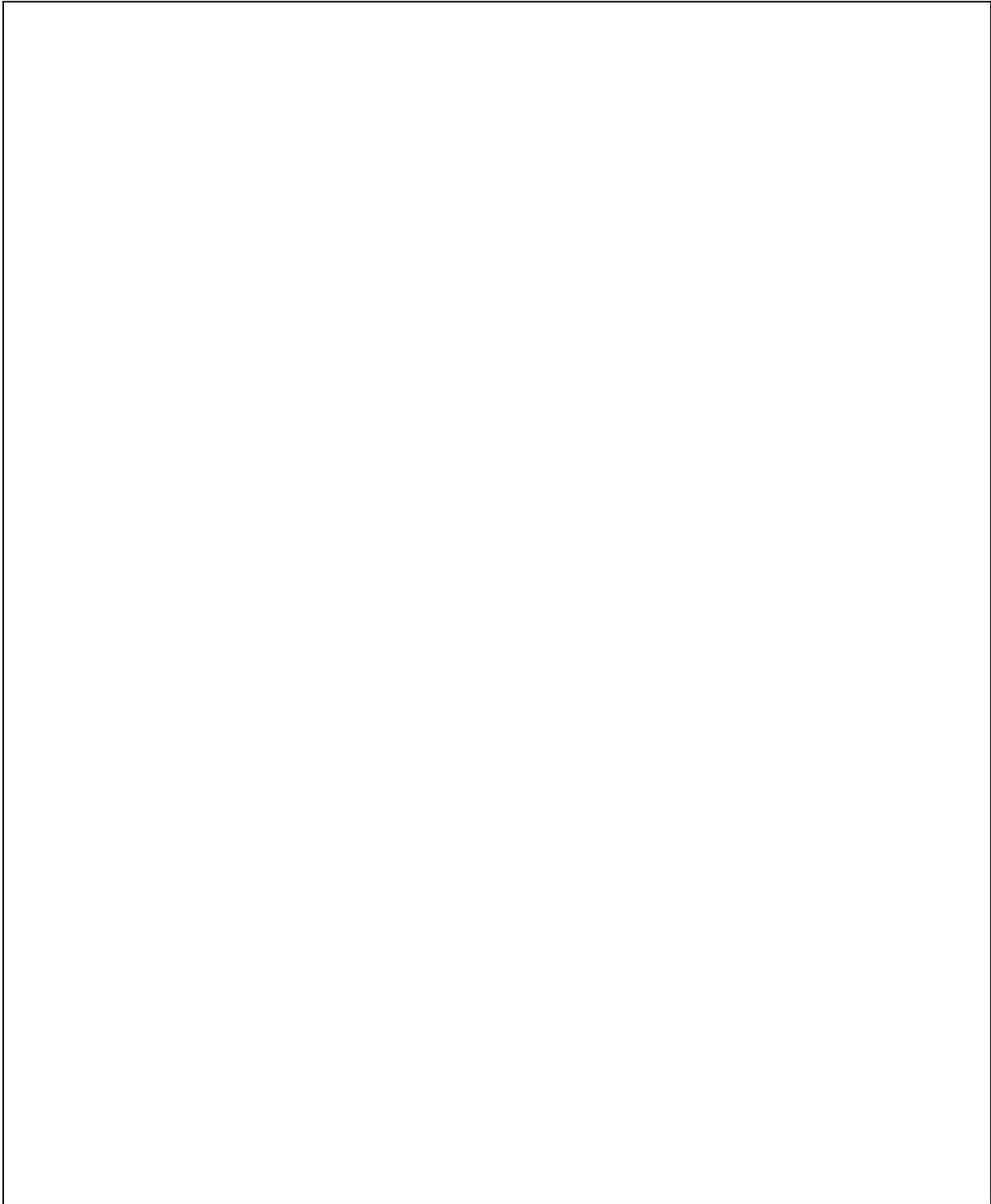
A. What is the expected enrollment in this new certificate per year? Provide a data-informed rationale.

B. What is the purpose and justification for creating this new certificate?

Provide a data-informed rationale, and explain how this new certificate aligns with the Millsaps College Mission Statement and Strategic Plan.

A large, empty rectangular box with a thin black border, intended for the user to provide a data-informed rationale and explain how the new certificate aligns with the Millsaps College Mission Statement and Strategic Plan.

C. What additional resources (financial and physical, e.g. library, administrative support, faculty lines) will be needed in order to offer this certificate?



D. On a separate sheet, submit a detailed four-year staffing plan.

E. How will the addition of this new certificate impact current academic programs? (For example, if this certificate is added, will a concentration in another existing certificate or existing minor change or go away? If one will go away, please provide detailed information in the space below. If one will change, please fill out "Major-Minor-Concentration Change" form.)

F. Create a checklist of requirements for the college catalog.

G. Explain how this checklist was created and detail which other institution's similar program(s) were evaluated as a comparison.

[Empty response box]

H. Provide a brief description of the certificate to be used for marketing/recruitment purposes.

J. Divisional Dean's comments:

K. This form must be submitted to the Curriculum Committee. Signatures below are required for approval. E-signatures are acceptable

Divisional Dean, Signed

Chair of the Curriculum Committee, Signed

Provost and Dean of the College, Signed

Registrar, Signed

Date