Western Illinois University School of Graduate Studies  
Request for Post-Baccalaureate   
Certificate Program

(All requests for new post-baccalaureate certificate programs must include a [feasibility study - www.wiu.edu/provost/curriculum/FeasibilityStudy.pdf](http://www.wiu.edu/provost/curriculum/FeasibilityStudy.pdf) - and follow the WIU new certificate development process)

| College: | Date: |
| --- | --- |

Department responsible for certificate program:

Name of department chairperson:

Name of graduate program:

Proposed date of first offering:

Proposed location(s) of offering: \_\_\_Macomb \_\_\_WIU-QC

**Signatures required:**

Department Curriculum  
Committee (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_

Department Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

College Curriculum  
Committee (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

UCEP (if Teacher Ed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Graduate Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Academic Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following to support the request for a post-baccalaureate certificate program:

1. Statement of educational objectives of the program.
2. Statement of demonstrated need for the certificate program (market demand and/or student needs to be served).
3. Listing of programs offered by other Illinois colleges and universities that are similar to the proposed certificate program.
4. Listing of courses and credit hour requirements for the certificate program. Include course descriptions of approved courses as well as new course proposals for any new courses to be included in the certificate program.
5. Statement of how the proposed course sequence associated with the certificate will meet the stated educational objectives.
6. Description of the relationship between the proposed certificate program and existing degree programs at the University. How will projected enrollments in this program support, or be supported by, other programs within the University?
7. Description of any special features of the certificate program.
8. Statement indicating whether the inclusion of this certificate program in the department’s curriculum will necessitate the hiring of new faculty or if it can be taught by existing staff. In the latter case, indicate how a teaching load is to be redistributed to accommodate the new offering.
9. Description of any special space requirements such as laboratories, clinics, or other special facilities needed to permit effective teaching of the certificate program.
10. Listing of journals or other library resources needed to permit effective teaching of the certificate program.
11. Description of any special equipment that will be necessary to permit effective delivery of the certificate program.

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10-27-23