**Program/Unit Proposal**

**For Submitters:** This form is used to collect all the information necessary for internal and external approval bodies to evaluate your proposal for a program or unit. Begin by selecting the "Type of Proposal" and complete all fields that appear based on your selection.

Please contact curriculum@utah.edu if you have any questions about this form.

**Type of Proposal** *

- **New Certificate**

**Proposal Type**

**Type of Certificate**

- [ ] Undergraduate Certificate
- [ ] Graduate Certificate
- [ ] Non-Credit Certificate

**Proposal Information**

<table>
<thead>
<tr>
<th>Proposal Submitter</th>
<th>Submitter Email</th>
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</table>

Questions about this proposal can also be directed to:

Please indicate 1-2 other individuals (including email address) who are able to answer questions about this proposal.

**Program/Unit Title(s)***

<table>
<thead>
<tr>
<th>Sponsoring School/College</th>
<th>Sponsoring Department/Program</th>
</tr>
</thead>
</table>

**Is this a Health Sciences proposal?**

- [ ] Yes
- [ ] No

**Participating Interdisciplinary Program(s)**
Proposed Effective Semester | Proposed Effective Year
--- | ---

Program/Unit Description

Present a brief proposal description. This description is used in the notification to USHE.

Classification of Instructional Program (CIP) Code


Minimum Credit Hours Required | Maximum Credit Hours Required
--- | ---

Will any part or all of this program be offered online in the next 2 years?

- Yes
- No

Will any part or all of this program be offered as an out-of-service area delivery program?

Examples of out-of-service areas include the Asia Campus, Ghana Campus, etc.

- Yes
- No

SkillUp Utah

To meet the needs of citizens and employers alike, the University of Utah provides low-cost, credit-bearing and non-credit-bearing content to Utahns who are un- or under-employed as a result of the COVID-19 economic downturn, and is accelerating and supporting the processes of certificate development and approval. The University aligns existing and new content with the skill categories identified by the SkillUp Utah initiative and offers credentials and content in high-demand disciplines that differentiate the U as the flagship university of the state and an internationally-renowned research-intensive university.

Is the proposed certificate being created/change to meet the needs of the Skills for Utah Initiative?

- Yes
- No

Strategic Alignment

**Workforce Skill Development (SkillUp Utah)** – Certificates and programs designed to help the Utah workforce up-skill and re-skill. These provide students/learners valuable skills that can be applied immediately and may provide new and improved job opportunities. These serve as a low-cost entry point to education.
**Non-Credit to For Credit Pathway** – Certificates and programs that are positioned in academic departments that can serve as on-ramps to full degree programs. These certificates are offered in an affordable, non-credit format designed to provide immediately applicable skills to students/learners. The coursework will be assessed in the same way as a for credit student so that students could apply to the U and convert these courses to credit.

**For Credit (Matriculated or Non-Matriculated)** – Certificates that enhance a degree or program at the University of Utah. Earning one of these certificates may help to broaden your knowledge base, and hone a particular set of skills. Depending on your area of interest, these certificates are often a great compliment to a BA/BS.

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<table>
<thead>
<tr>
<th>Which strategic priority does the proposed certificate address?</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Workforce Skill Development (SkillUp Utah)</td>
</tr>
<tr>
<td>○ Non-Credit to For Credit Pathway</td>
</tr>
<tr>
<td>○ For Credit (Matriculated or Non-Matriculated)</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>How does the certificate program help the student/learner meet the goals of the selected strategic priority?</th>
</tr>
</thead>
</table>

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**Target Students**

**Target Demographic**

Describe who the certificate is designed for (working professionals, underemployed, looking to upskill/reskill, current matriculated students, etc.).

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**Value to Students/Learners**

How does this certificate help the student/learner achieve their goals?

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**Proposal Justification**

**Program/Unit Rationale**

Present a brief program/unit description. Describe the institutional procedures used to arrive at a decision to offer the program/unit. Briefly indicate why such a program/unit should be initiated. State how the institution benefits by offering the proposed program/unit. Provide evidence of student interest and demand that supports potential program/unit enrollment. Include information about which population(s) will be served by the program/unit.

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**Labor Market Demand**

Provide local, state, and/or national labor market data that speak to the need for this program/unit. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Economic Data and the Occupation Outlook Handbook.

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**Consistency with Institutional Mission and Impact on Other USHE Institutions**

Explain how the program/unit is consistent with the institution's mission and goals. Indicate if the program/unit will be delivered outside of designated service area defined by USHE in R315; provide justification.
Finances
What costs or savings are anticipated in implementing the proposed program/unit? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

Curriculum

List program curriculum OR attach curriculum document below.

- Include all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours.
- Indicate new courses with an asterisk (*).
- The total number of credit hours should reflect the number of credits required.

Program Curriculum

Program Curriculum and/or Supporting Documents Attachment

Degree Map
Programs with a specific pathway through the curriculum should attach a degree map.

Program Requirements

Admission Requirements

Graduation Requirements

Advising Plan
In addition to the Advising Plan, include the answers to the following questions:

- How closely does the proposed curriculum align with current curriculum for advisors?
- What is the ratio of students to advisors?
- Will advisors be expected to participate in marketing, promotion, and recruitment of students?

Learning Outcomes
All proposals must include the expected learning outcomes. Guidance on learning outcomes is available from the Office of Learning Outcomes Assessment.

Learning Outcomes Assessment
Include how the program will analyze evidence and evaluate the learning outcomes.

Documentation

Faculty Consultation
Describe the process by which faculty in the participating departments or programs were consulted in the preparation of the proposal in 1-2 sentences.
### Letters of Support

<table>
<thead>
<tr>
<th>Department Chair/Director Letter of Support</th>
<th>College Dean Letter of Support</th>
</tr>
</thead>
</table>

Optional letter(s) of support:

<table>
<thead>
<tr>
<th>Interdisciplinary Program(s) Letter(s) of Support</th>
<th>Community/Industry Letter(s) of Support</th>
</tr>
</thead>
</table>

Optional additional documents:

### Workflow Questions

Select the council(s) that apply to this proposal: *

- [ ] Undergraduate Council
- [ ] Graduate Council
- [ ] Non-Credit Committee

Select all that apply: *

- [ ] This proposal is for a new degree program (new PhD in a department where there has not previously been a PhD)
- [ ] The curriculum is a significant departure (>25%) from coursework currently taught at university
- [ ] New academic unit, including degrees with new content (e.g. a university establishes a Dental School and proposes to offer a new DDS)
- [ ] >50% of this program’s coursework may be completed online
- [ ] This program is offered as part of an out-of-service area in a new location (<3 approved programs at location)
- [ ] None of the above

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**Curriculum Administration** at the University of Utah  
curriculum.utah.edu | Marriott Library 1705  
(801) 587-7843 | curriculum@utah.edu

To start a new certificate proposal, visit [https://utah.kuali.co/app/builder/#/run/approval-process](https://utah.kuali.co/app/builder/#/run/approval-process).