**Self-Study for [Undergraduate, Graduate/Professional, or Capstone] Certificate in [Name]**

Date submitted:

Primary Contact:

Department:

School/College:

1. Program Description and Context

*Include program requirements, mission, learning outcomes, and relationship with other units*

1. Demonstration of Need and Recruitment/Outreach

*Include populations targeted, data to demonstrate need, and efforts to recruit/inform students*

1. Program Administration and Resources

*Include a description of academic administration and a description and evaluation of the fiscal model (if appropriate)*

1. Advising and Student Services

*Include processes for monitoring student progress to completion*

1. Faculty/Staff Participants

*Include a list of participating faculty, instructional staff, administrative staff with their role and department affiliation noted*

1. Student Enrollment

*Include total number of students enrolled/declared in the program compared to program enrollment goals; address low enrollment policy (if applicable)*

1. Curriculum

*Include evidence that required courses have enrollment capacity to certificate progress and completion*

1. Assessment

*Include the assessment plan and a summary of annually conducted assessment activities, with an analysis of the extent to which the program is meeting the learning goals. This assessment evidence should form the basis for any proposals for curricular changes.*

1. Program Completion

*Include comments on number of certificates awarded annually relative to program goals; for capstone certificates include placement of “graduates.”*

1. Overall Analysis of Self-Study and State of the Program

*Include recommendation and proposals for academic or administrative improvements*