



New Program Request Form¹ for Academic Certificate Programs²

Administrative Information

1. **Program Name:**

2. **Mode of Delivery/Location:** (face-to-face, electronic to individual, and/or electronic to group)

- a. IF face-to-face, name campus/location:
- b. IF electronic to group, indicate the location of the students to receive instruction;
- c. IF electronic to individual, indicate if 100% online or hybrid

NOTES FOR THE CARS FORM RESPONSES:

Rationale for the Proposal –

1. **Need:** Include a summary and clear evidence of the **need** for graduates with the specific training the proposed certificate program will provide, thus demonstrating it will be a credential of value for those being awarded the certificate.
2. **New Courses:** List in the rationale any new courses being created to support the proposed certificate.
3. **Sufficiency of resources:** Provide a brief statement regarding the sufficiency of current library resources *as well as* sufficiency of facilities and equipment to support the proposed certificate program. IF current resources are insufficient to launch the proposed program, describe actions required to prepare for the proposed certificate.

¹ This is a supplemental form to be attached in CARS when submitting a New Program Request

² See <https://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Processes/Program-Approvals/Approved-Certificate-Programs> for definitions of academic certificates.

Supplemental Certificate Proposal Information

I. Students -

A. **Demand** – Provide evidence of **demand** for the proposed certificate program. Student demand may be demonstrated through data such as course enrollment trends for the required courses, current or prospective student survey results, enrollment trends in similar programs at peer institutions.

NOTE: At a minimum, course enrollment trends for all required courses for at least the last two times the courses were offered are to be included as evidence of student demand.

B. **Projected Student Enrollments and Impact on Existing Programs:** State the anticipated total enrollment by the 2nd year of the proposed program and target enrollments within the first five years. Beyond anticipated enrollment, briefly address each of the following:

- a. The data on which this anticipated enrollment is based.
- b. Any anticipated/planned inactivation of an existing program (e.g., minor, a related certificate) if the proposed program is approved.
- c. Any anticipated/potential negative impact on enrollment in an existing program (i.e., could the proposed certificate draw students away from existing programs, such as other certificates or minors).

C. **Admissions** – Describe admission requirements and process for accepting students into the proposed certificate program.

- a. Requirements – briefly summary the minimum requirements for acceptance into the proposed certificate program.
- b. Process – briefly summarize how decisions will be made regarding admissions and by whom.
- c. For major-dependent and degree-dependent certificates, include information regarding when during the student’s program of study they will be allowed (or encouraged) to apply for admission to the proposed certificate program.

II. Faculty –

Complete the table below to include faculty who will be involved in the delivery and oversight of the proposed certificate program. *Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. (Add and delete rows as needed.)*

Faculty Name, Rank, and Home Department and College/School	Highest Degree and Awarding Institution	Course(s) Assigned in Program

III. Indicators of Program Performance -

Certificate programs will be expected to monitor a minimum of three program outcomes/performance indicators on an annual basis. Two of the three will be enrollment trends and completion trends. Additional indicators could include application trends, student reports of the impact of completed the certificate program on post-completion/graduation plans, or feedback provided from industry partners/advisory board members. Briefly summarize in the table below at least one (additional) outcome/performance indicator to be monitored to assess the performance of the proposed certificate.

Outcome Name	Outcome Description
Enrollment	Total number of students enrolled in the program (base on certified fall enrollment data)
Completion	Total number of students being officially awarded the certificate (based on an academic year)

IV. Electronic Delivery

Please address each of the following if the proposed certificate is to be offered through electronic delivery (including Electronic-to-Individual and/or Electronic-to-Group).

- A. **Existing Programs** - *List the program(s) offered in the department (or college/school) proposing the program that are already approved for online delivery (including both certificate programs and degrees). If the program is to be offered Electronic-to-Group, indicate other programs currently offered via electronic-to-group delivery to the intended location.*
- B. **Course Delivery** – *Indicate which courses to be included in the proposed certificate have previously been approved for electronic delivery (NTF) and those that would need to be approved for electronic delivery (NTF).*
- C. **Student Identity** – *Briefly describe processes in place to verify that a student registered for distance education courses is the same student who completes and receives credit for them (e.g., duo authentication to access the LMS/Canvas; assignment of UINs to each students). Include a brief description of means used to verify student identity and proctoring for online exams if applicable.*
- D. **Evaluation** – *Distance education programs must engage in the systematic review of the program’s overall effectiveness **given its unique mode of delivery or location** (thus beyond the assessment of learning outcomes and monitoring of program outcomes/performance indicators noted previously). Describe specific sources of data to be gathered to examine the effectiveness of the proposed certificate program as it specifically pertains to the unique mode of delivery.*

NOTE: Refer to <https://assessment.tamu.edu/assessment/media/Assessment-Resources/MASTER-DE-Reporting-Guidelines.pdf> for guidelines and strategies for assessing distance education programs specifically.