

**New Program Request Form for Academic Certificate Programs[[1]](#footnote-1)**

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| --- |
| **Administrative Information** |
| 1. **Program Name**: |
| 2. **Proposed CIP Code**: |
| 3. **Brief Program Description:**   1. Number of required SCHs; 2. Type of certificate (major-dependent, degree-dependent, or stand-alone);    1. IF major dependent, which major? 3. Location (campus) if to be offered face-to-face; 4. Mode of delivery -- electronic to individual or electronic to group (if electronic to group, indicate the location of the students to receive instruction; if electronic to individual, indicate if fully online or hybrid) |
| 4. **Administrative Unit:** Provide the department and college/school administering the certificate (*e.g., Department of Finance, Mays School of Business*): |
| 5. **ProposedImplementation Date**: |
| 6. **Contact Person:** Provide contact information for the person who can answer specific questions about the program:  Name:  Title:  E-mail:  Phone: |

**Program Information**

1. **Need**

A. **Job Market Need** – Provide evidence of the **need** in the job market for graduates with the specific training the proposed certificate program would provide.

B. **Student Demand** – Provide evidence of **demand** for the proposed certificate program.

C. **Enrollment Projections** – In the table below, provide the estimated cumulative headcount enrollment for the first five years of the certificate, based on the evidence for student demand and accounting for estimated attrition and completion each year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **1** | **2** | **3** | **4** | **5** |
| **Total Headcount** |  |  |  |  |  |

1. **Quality**

A. **Certificate Requirements** – Use this table to show the requirements of the program.

|  |  |
| --- | --- |
| **Category** | **SCHs** |
| **Required Courses** |  |
| **Prescribed Electives** |  |
| **Other** *(Specify, e.g., Capstone experience)* | (if not included above) |
| **TOTAL** |  |

B. **Curriculum** –

1. List the program-level learning outcomes for the proposed certificate program.
2. Provide a summary of the curriculum, including the required courses and prescribed electives of the program (provided in the table below). Note with an asterisk (\*) new courses to be created to support the certificate if approved. *(Add or delete rows as needed.)*

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Required Courses** | **SCHs** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Prefix and Number** | **Prescribed Elective Courses** | **SCHs** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total SCHs** |  |
|  |  |  |

C. **Faculty** – Use this table to provide information about faculty who will be directly involved in the delivery and oversight of the proposed 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** | **Courses Assigned**  **in Program** | **% Time**  **Assigned**  **To Program** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

D. **Students** –

1. Describe admission requirements and process for accepting students into the proposed certificate program.
   1. *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.
2. Describe strategies to be used to monitor the progress of students once enrolled in the proposed certificate program.

E. **Library** – Provide a brief statement confirming the availability of library resources needed for the program. Describe plans to build the library holdings to support the proposed program if deemed necessary.

F. **Facilities and Equipment** – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions, if deemed necessary, to support the proposed program specifically.

G. **Evaluation** –

1. Provide a minimum of three program learning outcomes for the proposed certificate and a description of specific knowledge or skills students should be able to demonstrate by the time they graduate with the certificate (including the specific course(s) or experience in which the data will be gathered).
2. Describe assessment strategies to be used to assess each of the identified learning outcomes as well as other indicators of success or effectiveness of the proposed certificate program (e.g., retention, graduation). Refer to <https://assessment.tamu.edu/Menu/Assessment/Program-Assessment/Academic-Program-Assessment> for guidelines and strategies for assessing certificate programs specifically.
3. **Costs and Funding**

Briefly summarize any anticipated new costs associated with this proposed certificate.

1. **Electronic Delivery**

Please complete the following if the proposed certificate is to be offered through electronic delivery (either Electronic-to-Individual or Electronic-to-Group).

1. **Existing Programs** - List the program(s) offered in your department or college/school 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.
2. **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).
3. **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. Include a brief description of means used to verify student identity and proctoring for online exams if applicable.
4. **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 typical assessment of learning outcomes).
5. 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.

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.

1. See <https://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Processes/Program-Approvals/Approved-Certificate-Programs> for definitions of academic certificates. [↑](#footnote-ref-1)