**Certificate Desk Review**

**Relevant TAMU-CC Procedure**

* Before beginning proposals for new certificate programs, support for the development of the program must be secured from the department chair, academic unit (e.g., college, school) dean/director, and Office of the Provost.

([*11.10.99.C0.02 Development of Certificate Programs*](https://www.tamucc.edu/governance/rules-procedures/assets/11.10.99.c0.02-development-of-certificate-programs.pdf)*,* section2.1)

**Contents of a** **Certificate Desk review**

* Certificate Name
* Administrative Unit (program, dept., college/school)
* Contact Person
* CIP Code (optional)
* Planned Implementation Date
* Brief Description
* Rationale for the Certificate (may include marketable skills)
* Required Hours/Courses (required/elective courses)
* New Courses (specify component area if core curriculum)
* Mode of Delivery (online, hybrid, or face to face)
* Resources (if needed: new faculty, equipment, or facilities)