**New Certificate or Minor Development Process**

1 The pre-populated curriculum proposal form and data summary are delivered in about 3 business days after the Analysis Request is submitted. Depending on Analysis Team workload, the deliverables could be finished as quickly as same business day or as long as 5 business days.

2 Faculty/Initiators are always responsible for sections II, III, and IV in the curriculum proposal form. APA team is always responsible for section I as well as approvals/signatures from the AAC/Provost, Board of Regents, and THECB if applicable.

3 Certificates at the undergraduate level of 20 semester credit hours or less and at the graduate and professional level of 15 semester credit hours or less do not require THECB approval.

APPD = Academic Planning and Program Development