**Curriculum Change Proposal:**

**New Certificate**

This document should be used as a planning tool and a reference for Curriculum Change Proposal (CCP) submission.

Basic Information

* Name and contact information for your CSU’s “point of contact,” the individual responsible for answering any questions about the proposal
* Proposed catalog year cycle for implementing the new certificate
* Name of the new certificate
* The field of study attached to the certificate
* The College/School and, if applicable, the Department sponsoring the certificate
* Names of individuals who supplied departmental and dean approval, along with approval dates
* Name of college curriculum committee and date this committee granted approval
* Confirmation of submission of [New Certificate Questionnaire (via DocuSign)](https://utexas.instructure.com/courses/1323491/modules/items/11813486)

Catalog Language and Proposal Rationale

* The title, along with any subsections, of the catalog to be changed.
  + For reference, see [Undergraduate Catalog here](http://catalog.utexas.edu/undergraduate/) and see [Law Catalog here](http://catalog.utexas.edu/law/).
* You will also be asked to supply **a separate Word .doc** containing the catalog language, ~~striking through~~ and replacing only the specific language to be changed. Underline added words. Please do not use track changes, and do not include hyperlinks in your answer.
* Field of Study, Course Number, Topic Number, and Suggested Title for all new courses being created for the certificate
* A general objective for the new certificate (e.g. why is this certificate necessary/desirable?)

Required THECB Forms

* If the certificate will require 21, 22, 23, or 24 hours, you will be asked to fill out and upload [the relevant THECB form](https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/new-certificate-program-certification-form/) (note: this form is not required for new certificates with 20 hours or fewer)

Logistics

* Percent of the program that will be online
* Percent of the program that will be STEM eligible
* Percent of the program that will be distance education (not taught on campus or online)
  + If any percent of program is distance education, the location where it will be taught
* Whether the certificate’s calendar will start and end within the University’s academic calendar
  + The program’s calendar
* Number of students expected to receive the certificate each semester
* Number of hours required for completion (transcript-recognized undergraduate academic certificate programs require a minimum of 18 hours of certificate course work but no more than 24 hours)
* Name, title, College, Department, highest degree and awarding institution for all members on the Certificate Faculty Committee (For inclusion on transcripts, the Faculty Committee for a certificate must have a minimum of five members, and at least two-thirds of the committee must be tenured or tenure-track)
* Certificate Faculty Committee Chair
* You will be given the (optional) opportunity to suggest a CIP code for the new degree program. Use [the federal CIP code selector site](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55) to review codes. If you do decide to suggest a CIP code, you will be asked to provide a brief rationale for your choice.

Out-of-Program Impact

*If your proposed certificate will have a discernable effect on other academic units (e.g. budget, student enrollment), you are required to obtain approval from those units. Approval can only be granted by a Dean, an Associate/Assistant Dean, or a Chair/Director.*

You will need to know if the certificate:

* Is similar to any existing credentials offered within or outside the college or school
* Involves courses in other colleges/schools
* Involves courses in your college that are frequently taken by students in other colleges
* Might cause a net increase or a net decrease in the number of students from your college taking courses in other colleges
* Might cause a net increase or a net decrease in the number of students from outside your college taking courses in your college
* Will result in courses being offered electronically off campus
  + If so, where
* Will result in courses being offered in person off campus
  + If so, where
* Necessitates the development of new, never offered courses
* Will result in a program offered in conjunction with an institution other than UT Austin
* Involves changes to the core curriculum or other basic education requirements

If it is clear that the certificate will affect specific outside programs, the form requires you to provide the approval information for any affected units including:

* Title of approver (must be a Dean, Associate/Assistant Dean, or a Chair/Director)
* Name of approver
* Date of approval
* Approving unit’s official response