**Curriculum Change Proposal:**

**Change 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 change
* Name of the 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
* Whether certificate name will be changed
	+ If so, 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
* An explanation of each proposed change/s and a detailed rationale for each individual change (e.g. why are these changes necessary/desirable?)

Required THECB Forms

* If the proposal involves increasing the required semester credit hours of a certificate from 18/19/20 to 21/22/23/24, you will 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 will be for a “New Certificate” program. This is the correct document.)
* If the proposal involves changing the number of required semester credit hours, you will fill out and upload [the relevant THECB form](https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/semester-credit-hour-change-request-form/)

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 (if altered by the proposed change)
* 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)
* Any changes in membership to the Certificate Faculty Committee
* Certificate Faculty Committee Chair
* Any courses that used to qualify but will no longer qualify for the certificate
* **ONLY IF** your proposal involves changing the certificate’s CIP code, you will be given the (optional) opportunity to suggest a CIP code. 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 change 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 change:

* 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 change 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