**DIGITAL BADGE AWARD REQUEST FORM**

A Digital Badge most closely resembles a Certificate of Completion, and it may serve as the sole award for the completion of a set of requirements, or it may accompany a new or an existing certificate.

**This form can be used to submit a proposal for all three options.** **Please select the type of proposal you are submitting**:

[ ]  New Stand-Alone Digital Badge

[ ]  Digital Badge accompanying an existing certificate

[ ]  Digital Badge accompanying a new certificate\*

 \**If requesting a badge to accompany a new certificate, please submit both request forms together.*

If you need assistance during the preliminary planning phase, contact microcredentials@utdallas.edu.

|  |
| --- |
| **OVERVIEW** |
| **Digital Badge Title** |  |
| **School/Department** |  |
| **Primary Contact**  |  |
| **Academic Administrative Unit** |  |
| **Implementation Date(s)**Retroactive graduation is not possible. Please submit your proposal as soon as possible. | Start Date of the Program:      Graduation Date of the Program:     When will the program be offered (check all that apply): Fall [ ] Spring [ ] Summer [ ]  |

| **DESCRIPTION & FOCUS OF DIGITAL BADGE**This information will be used for the Digital Badge Metadata & it will be public in the [Canvas Credentials website](https://theuniversityoftexasatdallas.badgr.com/public/organization/badges) |
| --- |
| **Description including rationale for the Digital Badge** |       |
| **Earning Criteria to receive the Digital Badge** |       |
| **Skill Mastery or Proficiency Demonstrated/Gained** |       |
| **Job Market Value** (specific skills, industry certifications, external accreditations, etc.)  |       |
| **Will this badge be required as a prerequisite or requirement to earn another badge?** | [ ]  Yes       If yes, please describe:                [ ]  No  |
| **Additional Information, such as public-facing website link to promote program, etc.**  |       |

|  |
| --- |
| **OPERATIONS** – SKIP if submitting together with a new certificate proposal |
| **Program Costs / Expenses****Need to hire new staff/advisors?** | [ ]  Yes [ ]  NoIf *yes*, please explain how costs/expenses will be supported:       |
| **Revenue (fees) as expected** |  |
| **Need to Hire New Faculty to Start the Program?** | [ ]  Yes (if yes, need Provost’s pre-approval before completing and submitting this form) [ ]  [ ]  No |
| **Number of students expected** | Expected Students:       |

|  |
| --- |
| **ENROLLMENT: UT DALLAS AND NON-UT DALLAS STUDENTS –** SKIP if submitting together with a new certificate proposal |
| **Enrollment Type** | [ ]  UT Dallas Students[ ]  Non-UT Dallas |
| **For UT Dallas Students, Academic Level** | [ ]  Undergraduate[ ]  Graduate  |
| **Admission Criteria.**  | Criteria/Requirements:       |
| **Select and specify expected duration and modality** | **[ ]** Semester Credit Hours:**[ ]** Different time unit:[ ]  Modality: [ ]  In-person [ ]  Hybrid[ ]  100% Online   |
| **Select and Identify Course Types** | [ ]  Academic. Course Offerings:       (Identify new courses with an asterisk; these may require SACSCOC  notification/approval)[ ]  Non-academic. Curriculum or Modules:       |
| **Assign Faculty to each course or module:** |  |
| **Identify & Name Site Locations** | [ ]  Academic. Site Locations:       (An off-campus location may require SACSCOC approval prior to implementation)[ ]  Non-academic. Site Locations:       |