**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.](mailto:microcredentials@utdallas.edu)

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| **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.** |  |

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| **OPERATIONS** – SKIP if submitting together with a new certificate proposal | |
| **Program Costs / Expenses**  **Need to hire new staff/advisors?** | Yes  No  If *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: |