**New Certificate of Completion Template**

If you need assistance during the preliminary planning phase, contact Dr. Serenity Rose King, Associate Vice President for Institutional Success and Decision Support by email: serenity.king@utdallas.edu or by phone, 972.883.6749. She and the Provost will work in concert whether to proceed with the certificate of completion and will communicate with the School.

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| **OVERVIEW** |
| **Primary Contact**  |       |
| **Administrative Unit Name** (e.g., School or Department Name) |       |
| **Proposed Certificate Program Title** |       |
| **Desired Implementation Date(s)**  |       |
| **Need to hire new faculty to for the program?**  | [ ]  Yes  [ ]  [ ]  No*If yes, need Provost’s pre-approval before completing this form.*  |

| **PROPOSED CERTIFICATE OF COMPLETION DESCRIPTIONS** |
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| **Targeted Audience**  |        |
| **Duration of Program** (e.g., offering a certificate of completion to a specific targeted population for 3 days course, 6 weeks, etc.) |        |
| **Curriculum / Modules** |        |
| **Implementation schedule** |        |

| **RATIONALES FOR OFFERING PROPOSED CERTIFICATE** |
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| **Provide description and rationale for offering the Proposed Certificate of Completion.** |        |
| **Describe the focus for Proposed Certificate of Completion.** |        |
| **Describe Job Market and/or Need for Certificate of Completion.** |        |

| **OPERATIONS**  |
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| **Select the appropriate funding model** | [ ]  Self-Supporting [ ]  Executive Education [ ]  Cohort[ ]  Other   |
| **Select type of organization.**  | [ ]  Corporation [ ]  Non-Profit Entity / OrganizationProvide details about the organization.        |
| **Program Costs / Expenses as expected** |        |
| **Revenue (fees) as expected** |        |
| **Number of students expected, and the number of advisors needed to support**(ratio should be no more than 250 total students per advisor) | Expected Students:      Advisors Needed:       |
| **Need to hire new advisors** | [ ]  Yes [ ]  No |
| **Additional workload impact on existing staff?** | Please explain:       |
| **Would you consider offering a Digital Badge?** | [ ]  Yes [ ]  NoIf yes, contact microcredentials@utdallas.edu to start the conversation. |

| **ENROLLMENT: UT DALLAS AND NON-UT DALLAS STUDENTS**  |
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| **Admission Criteria.****Select type and describe criteria** |  |
| **Select Modality** | [ ]  Modality: [ ]  In-person [ ]  Hybrid[ ]  100% Online   |
| **Provide details on modules, panel discussions, and/or guest speakers as applicable.**  |       |
| **Assign UT Dallas Faculty to module if applicable** |  |
| **Learning Outcomes** |        |