**New Academic Certificate Program Template**

If you need assistance to complete this form prior to submission, please contact Dr. Serenity Rose King, Associate Vice President for Institutional Success and Decision Support by email: [serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu) or by phone, 972.883.6749.

|  |  |
| --- | --- |
| **OVERVIEW** | |
| **Primary Contact** |  |
| **Administrative Unit Name** (e.g., School or Department Name) |  |
| **Proposed Academic Certificate Program Title** |  |
| **Desired Implementation Date(s)** |  |
| **Has the School Dean informed the Provost regarding the proposed academic certificate?** | Yes  No  *If no, need to discuss with the Provost’s pre-approval prior to completing this form.* |
| **Need to hire new faculty for the program?** | Yes    No  *If yes, need to obtain the Provost’s pre-approval prior to completing this form.* |

| **PROPOSED CERTIFICATE DESCRIPTIONS** | |
| --- | --- |
| **Certificate Level** | Undergraduate  Graduate |
| **CIP Code**  *Office of Institutional Success and Decision Support (OISDS) staff will assist the school/program faculty to assign the appropriate CIP code.* |  |
| **CIP Code Program Name** |  |
| **Semester Credit Hours (SCH)**  *The typical range for an academic certificate is 9 to 15 SCH.* | Will the SCH be out of range, e.g. 6 SCH or 18 SCH?  Yes  No  If *yes*, please provide a rationale. |
| **Time to Complete Academic Certificate** |  |
| **Will this certificate be embedded into an existing degree program or stand-alone or both?**  ***See*** [***UTDPP1120***](https://policy.utdallas.edu/utdpp1120) ***Academic Credentials Policy for definitions.*** | Embedded into an existing degree program(s), i.e., the certificate courses will be part of the degree curriculum allowing students to earn the certificate prior to earning the degree.  List the relevant degree program(s)  Stand-alone  Degree-seeking students  Non-degree seeking students  Both Embedded and Stand-alone  Complete the information above for embedded and stand-alone data. |

| **RATIONALES FOR OFFERING PROPOSED CERTIFICATE** | |
| --- | --- |
| **Provide description and rationale for offering the Proposed Academic Certificate.** |  |
| **Describe the focus for Proposed Academic Certificate.** |  |
| **Describe Job Market for the Proposed Academic Certificate.** |  |

| **OPERATIONS** | |
| --- | --- |
| **Select the appropriate funding model** | State-Supported  Self-Supporting/Non-formula funding (Cohort or Executive Education)  Cohort  Executive Education  Both State-Supported and Self-Supporting |
| **Program Costs / Expenses as expected** |  |
| **Revenue (fees) as expected** |  |
| **List the approximate student to faculty ratio and the student to advisor ratio.**  (ratio should be no more than 250 total students per advisor. | Expected Students:  Advisors Needed: |
| **Need to hire new advisors** | Yes  No |
| **Need to hire new staff besides advisors** | Yes  No  If *yes*, please explain: |
| **Additional workload impact on existing staff, i.e., Office of Admission and Enrollment and/or Office of Graduate Education for application set up, etc.** | Please explain: |
| **Provide an Assessment Plan?** | Please reach out to Dr. Gloria Shenoy, [gloria@utdallas.edu](mailto:gloria@utdallas.edu), to create student learning outcomes and provide a required assessment plan for the proposed academic certificate program.  Download: [Certificate Program Assessment Plan](https://go.utdallas.edu/cert-assessment-plan) |

| **ENROLLMENT / ADMISSION: UT DALLAS AND NON-UT DALLAS STUDENTS** | |
| --- | --- |
| **Enrollment Type** | UT Dallas Students  Non-UT Dallas  Both UT Dallas Students and Non-UT Dallas |
| **Admission Criteria.**  **Select type and describe criteria for each type of student** |  |
| **Select Modality** | Modality:  In-person  Hybrid  100% Online |
| **Select and Identify Course** | Identify new courses with an asterisk; the percentage of new course content may require SACSCOC notification/approval, |
| **Does the course(s) have additional prerequisites not included within the academic certificate program?** | Yes  No  If *yes – see the next two questions:*   1. Please explain how UT Dallas students outside of the school’s existing majors will meet these additional prerequisites without exceeding the SCH for timely completion. 2. Please explain how non-degree seeking students could meet these same prerequisites if the academic certificate is offered as a stand-alone certificate: |
| **Assign Faculty to each course:** |  |
| **Complete the Enrollment Projections table for the Proposed Academic Certificate** | Complete the Enrollment Projections table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the proposed program. Include summer enrollments, if relevant, in the same year as fall enrollments. Subtract students as necessary for projected graduations or attrition. Provide explanations of how headcounts, FTSE numbers, and attrition were determined. Define full-time and part-time status. |

***Enrollment Projections Table for the Proposed Academic Certificate***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| **Total New Students** |  |  |  |  |  |
| Attrition |  |  |  |  |  |
| **Cumulative Headcount** |  |  |  |  |  |
| FTSE |  |  |  |  |  |
| Graduates |  |  |  |  |  |

| **DELIVERY MODALITY** | |
| --- | --- |
| **Select Modality** | Identify the modalities in which the student will be able to fully complete the program: (select all that apply):  In-person  Hybrid  100% Online |
| **Offer at an Off-Campus Location?** | Yes  No |
| **If the program is offered at an off-campus location, identify existing site location or provide the address of the new proposed off-campus site.** | Existing / Approved Off-Campus Site Locations    City of Dallas, City Hall  Collin Higher Education Center  Plano Municipal Center  Collin College Technical Campus [OISDS will provide consultation regarding fee model]  If it is a new off-campus location, it will require SACSCOC approval prior to implementation. Please provide off-campus site address below.  Academic. Site Locations:  Non-academic. Site Locations: |