**Proposed Academic Micro-Credential Program[[1]](#footnote-1)**

**Title:**

**School:**

**Contact(s):**

**Academic Administrative Unit:**

**CIP Code** (as authorized by the THECB’s program inventory for UT Dallas; leave it blank if you need assistance[[2]](#footnote-2) during the preliminary planning phase)**:**

**Need to Hire New Faculty to Start the Program** (yes/no; if yes, need Provost’s pre-approval before completing this form)**:**

**Workload Impact on Staff**

**Number of students expected and the number of advisors needed to support** (ratio should be no more than 250 total students per advisor)**:**

**Need to hire new advisors** (yes/no)**:**

**Need to hire other new staff besides advisors** (yes/no)**:**

**Implementation Date:**

**Description including rationale for new Academic Micro-credential:**

**Academic Focus of the Academic Micro-credential:**

**Job Market for the Academic Micro-credential:**

**Undergraduate or Graduate** (select level)**:**

**State-Supported or Self-Supporting (Cohort or Executive Education)** (please select the appropriate funding model)**:**

**Embedded Micro-credential Program and/or Stand-Alone Micro-credential** (please indicate which academic certificate program the micro-credential will be embedded into or if it is a stand-alone or both)**:**

**Admission Criteria** (indicate the admissions criteria for either the embedded micro-credential and/or stand-alone micro-credential or both)**:**

**Number of Semester Credit Hours and/or Relevant Degree Program(s):**

(please note: 6 SCH maximum for academic micro-credential)

**Approximate Time to Complete Academic Micro-credential:**

**Course Offerings and Site Locations** (note new courses with an asterisk which may require SACSCOC notification/approval; also, an off-campus location will require SACSCOC approval prior to implementation)**:**

**Faculty/Staffing** (assign each course to a faculty member):

**Additional Information:**

Please attach the accompanying form, Certificate Assessment Plan Form (included in the webpage: <https://provost.utdallas.edu/policies-tools/academic-program-proposals/new-certificate-program-forms/>)

1. Definitions provided in the [UTDPP1120](https://policy.utdallas.edu/utdpp1120) Academic Credentials Policy – Micro-credentials, Certificates, Digital Badges, and Recognition of Completion [↑](#footnote-ref-1)
2. Contact Dr. Serenity King, Associate Vice President for Institutional Success and Decision Support, email: [serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu); telephone: 972.883.6749 [↑](#footnote-ref-2)