Certificate Program Request Form

This form must be completed when a new certificate program is proposed. Submit the form to the University Curriculum Committee when seeking approval to offer a new certificate program.

Department ______________________ College ______________________

Certificate Program Title: _____________________________________________

Proposed CIP Code ___________________________________________________

Academic Credit in Certificate _________ Program Coordinator: ______________

Implementation Date _______  Projected Enrollment _________

Target Audience: ______________________________________________________

Rationale: ____________________________________________________________

Briefly describe the new certificate program:

Include a brief approval letter from the Dean of your college or school.

Include a cover letter explaining the certificate program proposal.

This plan has been recommended by the department and college curriculum committee.

__________________  ____________________
Date  College Curriculum Chair

__________________  ____________________
Date  Dean Signature  Department Chair
Certificate Program Information

I. Need-Justification

A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

B. Student Demand – Provide short- and long-term evidence of demand for the program.

C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Curriculum

A. Courses – Use these tables to identify the required courses of the certificate program. Note with an asterisk (*) courses that would be added if the program is approved. (Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. **Faculty** – Use the table below to provide information about faculty in the program. Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

<table>
<thead>
<tr>
<th>Name of Core Faculty and Faculty Rank</th>
<th>Highest Degree and Awarding Institution</th>
<th>Courses Assigned in Program</th>
<th>% Time Assigned To Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.: Robertson, David Asst. Professor</td>
<td>PhD. in Molecular Genetics Univ. of Texas at Dallas</td>
<td>MG200, MG285 MG824 (Lab Only)</td>
<td>50%</td>
</tr>
</tbody>
</table>

C. **Students** – Describe general recruitment efforts and admission requirements. In accordance with the institution’s Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the program.

D. **Library and Learning Resources** –

Describe library and information resources necessary to support the certificate program. Are services in place to support the initiative?

E. **Facilities and Equipment** – Describe the availability and adequacy of facilities and equipment to support the program.

F. **Accreditation** – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

G. **Evaluation** – Describe the evaluation process that will be used to assess the quality and effectiveness of the new degree program.

III. **Costs and Funding**

Describe the estimated cost of offering the new certificate program. Provide information regarding the source of funding for the program.
(a) Universities and health-related institutions are encouraged to develop upper-division and graduate certificate programs of less than degree length to meet the needs of students and the workforce. These rules are intended to provide a streamlined process for approval of those programs.

(b) Certificate programs for which no academic credit is granted are exempt from the provisions of this section.

(c) Certificate programs for which academic credit is granted at universities and health-related institutions must meet the following criteria:
   (1) They must meet identified workforce needs or provide the student with skills and/or knowledge that shall be useful for their lives or careers.
   (2) They must be consistent with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.
   (3) They must meet the standards of all relevant state agencies or licensing bodies which have oversight over the certificate program or graduate.
   (4) Adequate financing must be available to cover all new costs to the institution five years after the implementation of the program.

(d) The following certificate programs do not require Board approval:
   (1) certificate programs for which no collegiate academic credit is given,
   (2) certificate programs in areas and at levels authorized by the table of programs of the institution with curricula of the following length:
      (A) at the undergraduate level of 20 semester credit hours or less,
      (B) at the graduate and professional level of 15 semester credit hours or less.

(e) The following certificate programs require only Board notification and are automatically approved, subject to review:
   (1) upper-level undergraduate certificates of 21-36 hours in disciplinary areas where the
institution already offers an undergraduate degree program.
(2) graduate-level and professional certificates of 16 - 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

(f) Lower-division certificate programs.
(1) One and two-year, post-secondary career technical/workforce education programs should be delivered primarily by community, state, and technical colleges. These institutions are uniquely suited by virtue of their specialized mission, local governance, and student support services to provide such opportunities in an efficient and economical manner. For that reason, new lower-division career technical/workforce certificate programs shall not generally be approved at public universities and health-related institutions.

(2) Universities and health-related institutions should not develop certificate programs at the upper or graduate level that are equivalent to lower-division certificate programs offered at community, state, and technical colleges.

Source Note: The provisions of this §5.48 adopted to be effective May 28, 2003, 28 TexReg 4125; amended to be effective December 3, 2009, 34 TexReg 8512