Office of the Provost

New Certificate Program Forms

Academic Certificates

Academic Certificate Template (2017 Form)

As outlined in UTDPP1001, Academic Certificate Programs, revised 2014, academic certificates "must be approved by the school's curriculum committee as outlined in the school's bylaws, the Office of the Chief Academic Officer, the Graduate Council or the Council for Undergraduate Education, as appropriate, the Committee on Educational Policy, and the Academic Senate. An assessment plan must accompany every proposal request for an academic certificate program. In addition, all graduate academic certificate programs that require more than 15 semester credit hours of graded, organized courses, and all undergraduate academic certificate programs that require more than 20 hours of graded, organized courses, are subject to review and prior approval by The University of Texas System and the Texas Higher Education Coordinating Board. Certificate programs, regardless of semester credit hour length, may only be offered in areas and at levels authorized by an institution's table of programs." If no objections are sent to the THECB by other institutions within the 30-day public comment period, then the institution is allowed to offer the program.

For assistance with the certificate process, please contact Serenity Rose King, Assistant Provost for Policy and Program Coordination via email or by phone at 972.883.6749.

Approval Process

Prior to submitting the completed certificate template to the Office of the Provost, please follow the steps outlined below to secure the necessary program and/or school approval(s):

Internal Review

1. Evidence of vote/approval by program and/or school faculty¹
2. Endorsement from school dean
3. Submit the complete academic certificate template to the Assistant Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review and route the request through the governance approval process.
4. Council for Undergraduate Education or Graduate Council approval or both
5. Committee on Educational Policy approval
6. Academic Council/Senate approval
7. Central Administration approval

External Review

1. Will take place only if the graduate and undergraduate academic certificate programs exceed more than 15 and 20 semester credit hours of graded, organized courses, respectively.
2. UT System Office of Academic Affairs approval

¹ Depending on the program's credit hour requirements.
3. THECB approval

4. SACSCOC notification necessary only if the new certificate program is a significant departure from previously approved programs

### Professional Certificates

Professional Certificates (non-credit) must follow the procedures outlined in the Provost's memorandum to the School Deans. [Memo](2017 version)

### Approval Process

Prior to submitting the complete certificate template, please follow the steps outlined below to secure the necessary internal approval:

**Internal Review**

1. Evidence of vote/approval by program and/or school faculty
2. Endorsement from school dean
3. Submit the completed professional certificate template to the Assistant Provost for Policy and Program Coordination ([serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu)) who will review the proposal and then obtain central administration approval as applicable.

### Certificate Assessment Plan Form

This assessment plan must accompany every proposal request for an academic or professional certificate.

1. Pursuant to school's bylaws.