Submitting Proposals for Stackable Graduate Certificate Programs

Stackable graduate certificate programs provide students with the opportunity to earn a transcript-recognized, non-degree credential for completing a structured sequence of courses. These programs are specifically designed to meet identified workforce needs and to provide students with skills and knowledge that will be useful for their lives and careers. Following a student’s successful application and admission to a degree-seeking program, certificate coursework may be used to satisfy the requirements of a Master’s degree, thus creating a stackable pathway towards degree.

Other objectives of stackable graduate certificates are to expand the research and scholarly credentials of students, thereby increasing their marketability with prospective employers; provide a transcript-based certification that enables working professionals to showcase their demonstrated competency/mastery in a specified area of study; and allow students and working professionals to enhance their resumes with field-specific skills.

Proposal Guidelines

Proposals to create stackable graduate certificates must include the following:

1. Proposal prepared using the *Proposal for Stackable Graduate Certificate Program* template;
2. Letter requesting review by Graduate Assembly addressed to the Graduate Dean;
3. Signatures of endorsement from the GSC Chair, Department Chair/Program Director, and School/College Dean. (These may be included in the letter of request or the proposal document);
4. Email verification of support from teaching faculty;
5. One-page summary of the proposal for minutes of the Graduate Assembly;
6. Additional information helpful in evaluating the proposal.

Proposals to offer stackable graduate certificates on a self-funded (Option III) basis must receive budgetary approval from the Provost’s Office before the proposal is submitted to the Graduate School. Option III Budget templates are available on request in the Graduate School. Contact Assistant Dean Michelle Broadway for more information.

Legislative Process

Proposals should be submitted to the Graduate School (Main 101) for forwarding to the Graduate Assembly. Proposals that are recommended for approval by the Graduate Assembly will be routed for subsequent review and approval by the Dean of the Graduate School and the Executive Vice President and Provost.
Proposal to Create a Stackable Graduate Certificate  
University of Texas at Austin  
Graduate School

Administrative Information

1. **Program Name** – Graduate stackable certificate in *(fill in the discipline/field of study)*

2. **Proposed CIP Code**: *(CIP codes are required for reporting to the National Student Clearing House. In most instances, the CIP code for a stackable graduate certificate will match the code of the associated graduate degree.)*

3. **Brief Program Description** – Describe the program’s educational objectives, required number of credit hours, and target population (degree-seeking vs. non-degree-seeking). *(Graduate certificate programs must be consistent with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.)*

4. **Location and Delivery of the Proposed Program** - Provide the location of instruction and describe how the proposed program will be delivered to students *(e.g., face-to face to students on the main campus in Austin).*

5. **Funding Structure**: Describe the program’s funding structure – formula-funded (Option I), non-formula-funded (Option III), or both.

6. **Administrative Unit** – Identify where the program will fit within the organizational structure of the University *(e.g., The Department of Electrical and Computer Engineering within the Cockrell School of Engineering)*:

7. **Proposed Implementation Date** – Report the first semester and year that students will enter the program.

8. **Contact Person** – Provide contact information for the person who can answer specific questions about the program:

   Name:
   Title:
   E-mail:
   Phone:
Program Information

I. Need

A. **Job Market Need** – Provide short- and long-term evidence that the proposed stackable graduate certificate program will meet identified workforce needs or provide students with skills and/or knowledge that shall be useful for their lives or careers.

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

C. **Enrollment Projections** – Describe the projected program enrollment, both at startup and over time.

II. Quality

A. **Requirements** – Describe the course and semester hour credit requirements. Describe any non-coursework requirements (research paper, presentation, practical experience, GPA, etc.) Include a sample program of work.

B. **Curriculum** – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (*) courses that will be added if the program is approved. (Add rows as needed)

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<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>SCH</th>
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<tr>
<th>Prefix and Number</th>
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C. **Faculty** – Use these tables to provide information about faculty who will teach courses required for the stackable certificate program. (Add rows as needed)

<table>
<thead>
<tr>
<th>Name of Faculty and Faculty Rank</th>
<th>Highest Degree and Awarding Institution</th>
<th>Courses Assigned in Program</th>
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<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>
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D. **Program administration and certification of program requirements:**

Indicate which GSC will be responsible for administering the proposed program. This includes the following areas of responsibility: monitoring the impact of stackable certificate programs to ensure that they have no negative impact on the size and viability of existing formula-funded degree programs; ensuring that access to seats/classes for regular degree-seeking students are not limited by seats provided to certificate-seeking students; ensuring that any new courses created for the purpose of serving a graduate certificate program are covered by the appropriate funding stream; tracking information on enrollment, time to completion, and continuation of certificate students in degree programs; conducting annual student progress reviews of non-degree-seeking and degree-seeking students who are enrolled in the certificate program; and submitting a brief annual progress report to the Graduate School.

E. **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 to the program. Indicate if the
program will be available to degree-seeking and non-degree-seeking students.

F. **Marketable Skills** – Describe the marketable skills and how the student will be informed of the marketable skills associated with the proposed program.

G. **Facilities and Equipment** – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

H. **Accreditation** – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation. *(Note: Graduate certificate programs must meet the standards of all relevant state agencies or licensing bodies which have oversight over the certificate program or graduate.)*

I. **Program Review** - Each stackable graduate certificate shall be reviewed along with associated degree-granting programs on a regular cycle. Stackable certificate program reviews will be forwarded to the Academic Committee of the Graduate Assembly for consideration.

**III. Costs and Funding**

Normally, stackable graduate certificates do not incur expenses associated with the development and implementation of new graduate degree programs and, as such, the cost to develop these programs should be modest. Please describe any new costs associated with the development of the proposed stackable graduate certificate program.

**IV. Additional Information for Non-Formula-Funded (Option III) Stackable Graduate Certificate Programs:**

1. Proposals to offer stackable graduate certificates on a non-formula-funded (Option III) basis must receive budgetary approval from the Executive Vice President and Provost prior to presentation to the Graduate Assembly.

2. Proposals to offer stackable graduate certificates on a non-formula-funded (Option III) basis must include confirmation that courses required for the self-funded program will be delivered in accordance with the Universities policies and procedures for Self-Funded (Option III) Programs.
V. Reporting Certificate Completion to the Graduate School

Following completion of certificate requirements, the certificate coordinator or director can report program completion to the Graduate School using a Stackable Graduate Certificate Completion Reporting Form. For this purpose, please use the template below to create a reporting form for the proposed program.

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**Stackable Graduate Certificate Completion Reporting Form**

Name: ___________________________  UT EID: ___________________________

Current admission status:  
___Degree Seeking Graduate Student  
___Non-degree-seeking Graduate Student

This student completed requirements for the Graduate Stackable Certificate in:  
*(CERTIFICATE NAME)*

The graduate certificate in *(CERTIFICATE NAME)* requires *(XX)* hours of completed coursework selected from the courses below.

(Mark the courses completed at UT Austin)

<table>
<thead>
<tr>
<th>Course # and Title</th>
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<tbody>
<tr>
<td>ARC 389C Everything is Awesome</td>
<td>ARC 388 Topics in Certificates</td>
<td>ARC 389C Topics in Certificates</td>
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<td>ARC 375 Topics in Certificates</td>
<td>ARC 382 Topics in Certificates</td>
<td>ARC 389C Topics in Certificates</td>
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<td>ARC 377 Topics in Certificates</td>
<td>ARC 384 Topics in Certificates</td>
<td>ARC 389C Topics in Certificates</td>
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<tr>
<td>ARC 386 Required Course</td>
<td>ARC 389C Topics in Certificates</td>
<td>ARC 389C Topics in Certificates</td>
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The following transfer coursework was used to satisfy requirements of this program:

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<tr>
<th>Course Abbreviation &amp; Number</th>
<th>Semester and Year of Enrollment</th>
<th>Grade</th>
<th>Transfer course approved by Graduate School</th>
<th>Institution*</th>
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* Non-degree seeking students must complete all program requirements in residence at UT Austin. Degree-seeking students must complete a minimum of 9 hours required for a stackable certificate in residence at UT Austin. With approval of the GSC, and except where otherwise limited by the 9-hour
residency requirement, a maximum of 20% of the total hours required for a stackable graduate certificate may be satisfied through the application of approved graduate transfer coursework.

By signing below, I certify that this student has satisfied requirements for this stackable graduate certificate and that the coursework listed above has not been used to satisfy requirements of any other stackable graduate certificate.

_____________________________  _______________________
Graduate Certificate Program Director  Date
Or Program Coordinator Signature