Submitting Proposals for Stackable Graduate Certificates

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** – *(UT Austin’s standard naming convention for stackable graduate certificates is Graduate Discipline: Certificate Subject; for example, Petroleum Engineering: Unconventional Resources)*

2. **Proposed CIP Code**: *(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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<th>Prefix and Number</th>
<th>Required Courses</th>
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<th>Prefix and Number</th>
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Revised 08/27/20
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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<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

Use the template below to develop a reporting form that will be used to report program completion to the Graduate School. Include this form when submitting a new program proposal to the Graduate School.

Completion Reporting Form
Stackable Graduate Certificate in
(Insert Stackable Certificate Program Name)

Name: ___________________________ UT EID: ___________________________

Admission status: ____ Degree Seeking Student ____ Non-Degree-Seeking Student

The following courses were completed at UT Austin in satisfaction of program requirements:

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<thead>
<tr>
<th>Course Abbreviation &amp; Number</th>
<th>Course Title</th>
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<td>Total Credit Hours:</td>
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The following transfer coursework has been approved by the GSC for use in satisfying stackable certificate program requirements:

<table>
<thead>
<tr>
<th>Course Abbreviation &amp; Number</th>
<th>Semester/Year of Enrollment</th>
<th>Grade</th>
<th>Graduate School Approval (Y/N)</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