Curriculum Change Proposal: 
Change to an Existing Certificate

This document should be used as a planning tool and a reference for Curriculum Change Proposal (CCP) submission.

As you fill out the CCP form, you will be asked to upload required documents. These upload submissions will replace the act of turning in documents to various offices by email. You will upload a Word .doc of changes to the catalog language. Additionally, depending on your proposal, you might be asked to fill out and upload a form for the Texas Higher Education Coordinating Board. The Qualtrics “smart” forms are designed to prompt you to fill out any required forms based on the answers you provide about your proposals. All of the required documents can be downloaded on our website, in this instruction manual, or in the Qualtrics form itself.

To propose a change to an existing certificate, you should have the following information before filling out the Change to Existing Certificate Qualtrics form:

Basic Information
- Proposed catalog year cycle for implementing the change
- Name of the certificate
- The College/School and, if applicable, the Department sponsoring the change
- Names of all individuals who supplied: Departmental approval, College approval, and Dean approval, along with approval dates.

Catalog Language and Proposal Rationale
- The title, along with any subsections, of the catalog to be changed.
  - For reference, see Undergraduate Catalog here and see Law Catalog here
- You will also be asked to supply a separate Word .doc containing the catalog language, striking through and replacing only the specific language to be changed. Underline added words. Please do not use track changes, and do not include hyperlinks in your answer.
- An explanation of each proposed change/s and a detailed rationale for each individual change (e.g. why are these changes necessary/desirable?)

Required THECB Forms
- If the proposal involves increasing the required semester credit hours of a certificate from 18/19/20 to 21/22/23/24, you will fill out and upload the relevant THECB form (note: this form will be for a “New Certificate” program. This is the correct document.)
- If the proposal involves changing the number of required semester credit hours, you will fill out and upload the relevant THECB form

Logistics
- Number of students expected to receive the certificate each semester (if altered by the proposed change)
- Number of hours required for completion (transcript-recognized undergraduate academic certificate programs require a minimum of 18 hours of certificate course work but no more than 24 hours)
- Any changes in membership to the Certificate Faculty Committee
• Certificate Faculty Committee Chair
• Any courses that used to qualify but will no longer qualify for the certificate
• Any course that will now qualify and had not qualified before
  o For each course that will qualify for the new minor:
    ▪ Abbreviation
    ▪ Number
    ▪ Title
    ▪ semester credit hours
    ▪ Whether the course requires any prerequisites
      o If so, what those prerequisites are
• Any changes to other requirements for the minor
• ONLY IF your proposal involves changing the certificate’s CIP code, you will be given the (optional) opportunity to suggest a CIP code. Use the federal CIP code selector site to review codes. If you do decide to suggest a CIP code, you will be asked to provide a brief rationale for your choice.

Out-of-Program Impact

If your proposed certificate change will have a discernable effect on other academic units (e.g. budget, student enrollment), you are required to obtain approval from those units. Approval can only be granted by a Dean, an Associate/Assistant Dean, or a Chair/Director.

First, the CCP form will ask several questions to attempt to assess whether this certificate change will have an impact on any academic programs outside of the unit proposing the change. You will need to know if the change:

• Involves courses in other colleges/schools
• Involves courses in your college that are frequently taken by students in other colleges
• Might cause a net increase or a net decrease in the number of students from your college taking courses in other colleges
• Might cause a net increase or a net decrease in the number of students from outside your college taking courses in your college
• Will result in courses being offered electronically off campus
  o If so, where
• Will result in courses being offered in person off campus
  o If so, where
• Necessitates the development of new, never offered courses
• Will result in a program offered in conjunction with an institution other than UT Austin
• Involves changes to the core curriculum or other basic education requirements

If it is clear that the change will affect specific outside programs, the form requires you to provide the approval information for any affected units including:

• Title of approver (must be a Dean, Associate/Assistant Dean, or a Chair/Director)
• Name of approver
• Date of approval
• Approving unit’s official response