



Change Certificate Program Template

**Required THECB Reporting Criteria*

Date:

Certificate Program Name/Title*:

Planned Launch Date for Changed Certificate:

Level:

College/School:

Department:

Host Program:

List All Programs with Courses in the Certificate:

Certificate Program CIP Code: (See *THECB Program CIP Codes* [link](#))

Feasibility Slide Deck Attached (*Required **only** if new funding is needed for the certificate change*)

Is the Certificate Embedded/Stackable in a current degree program?

YES (*Earned in combination with any other certificate, defined set of courses, or other requirements leads to the award of another credential, including a degree*)*

NO*

***Complete Teach-Out Plan for Stand Alone Certificate** (*Meet with Office of Continuous Improvement and Accreditation to complete THECB and SACSCOC documentation*)



Certificate Program Modality ([19 TAC Rule 4.257 Definitions and Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered at a Distance](#)):

Choose **all** that apply (Must offer each modality selected every time the certificate courses are offered):

Face to Face (Less than 50% of instruction occurs when students and instructors are in separate physical locations)

Hybrid (50-99% of instruction occurs when students and instructors are in separate physical locations)

100% online (100% of instruction occurs when students and instructors are in separate physical locations)

Total Semester Credit Hours (Total Certificate SCH **WITH** Prerequisite SCH): _____

<u>Course CIP Code</u>	Course Prefix	Course Number	Course Modality	Course Title	Close Course	New Course
Pre-Requisite Courses						



List Certificate Student Learning Outcomes:

List Certificate Marketable Skills:

Industry Alignment Sources:

[Stepping Blocks](#) (Meet with College/School Assessment Professional to review)

[UTS Texas Labor Market Dashboard TX](#)

[Crews](#)

[Counting U.S. Postsecondary and Secondary Credentials](#)

Professional Accreditation/Organization (Specify)

Program/Department/College/School Advisory Board

Other (Specify)