

REQUEST TO ADD OR CHANGE AN UNDERGRADUATE ACADEMIC CERTIFICATE PROGRAM AND/OR REQUEST FOR RECOGNITION ON THE UNIVERSITY TRANSCRIPTS¹

- Type of Proposal:** New Certificate Program
 Change an Existing Certificate Program
 Delete a Program

Note: If the certificate program proposed for addition or change includes a requirement of 21 to 24 semester credit hours, an additional form is required for THECB approval/notification.²

Proposed classification:³ Exclusive General Major

1. IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS YES, THE COLLEGE MUST CONSULT LINDA DICKENS, DIRECTOR OF ACCREDITATION AND ASSESSMENT, TO DETERMINE IF SACSCOC APPROVAL IS REQUIRED.

- Is this a new transcript-recognized certificate program? Yes No
- Is this a request to delete an existing transcript-recognized certificate program? Yes No
- Does the certificate offer courses that will be taught off campus? Yes No
- Will courses in this program be delivered electronically? Yes No
- Will courses be developed specifically for the new certificate? Yes No

2. THIS PROPOSAL INVOLVES: (Please check all that apply)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Courses in other colleges | <input type="checkbox"/> Courses in proposer's college that are frequently taken by students in other colleges | <input type="checkbox"/> Flags |
| <input type="checkbox"/> Course in the core curriculum | <input type="checkbox"/> Change in course sequencing for an existing program | <input checked="" type="checkbox"/> Courses that have to be added to the inventory |
| <input type="checkbox"/> Change in admission requirements (external or internal) | <input checked="" type="checkbox"/> Requirements not explicit in the catalog language (e.g., lists of acceptable courses maintained by department office) | |

3. SCOPE OF PROPOSED CHANGE:

- a. Does this proposal impact other colleges/schools? Yes No
If yes, then how?
The Department of Theatre and Dance is home to additional course options within the certificate program.
- b. Do you anticipate a net change in the number of students in your college? Yes No
If yes, how many more (or fewer) students do you expect?
- c. Do you anticipate a net increase (or decrease) in the number of students from outside of your college taking classes in your college? Yes No
If yes, please indicate the number of students and/or class seats involved.
- d. Do you anticipate a net increase (or decrease) in the number of students from your college taking courses in other colleges? Yes No
If yes, please indicate the number of students and/or class seats involved.
We anticipate a handful (approximately 15 seats per year) of students to take advantage of the options mentioned in 3a, above.

If 3 a, b, c, or d was answered with yes, please answer the following questions. If the proposal has potential budgetary impacts for another college/school, such as requiring new sections or a

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non-negligible increase in the number of seats offered, at least one contact must be at the college-level.

How many students do you expect to be impacted?

We consider the number to be negligible, but have reached out to the Department of Theatre and Dance to confirm their desire to include more of their courses, through cross-listing, in the Creative Writing Certificate curriculum.

Impacted schools must be contacted and their response(s) included:

Person communicated with: Brant Pope, Chair

Date of communication: 3/31/2017

Response: "This is a remarkable opportunity. I had a chat with our writing faculty and all of us are enthusiastic about cross-listing our courses with English."

4. **OFFICIAL CERTIFICATE NAME:** Undergraduate Certificate: Creative Writing Certificate
5. **CIP CODE** (administrative unit awarding the certificate):⁴ 2313020001
6. **STATEMENT OF OBJECTIVE:**⁵ To modify requirements for an existing certificate.
7. **NUMBER OF STUDENTS EXPECTED TO RECEIVE THE CERTIFICATE EACH SEMESTER:** 50-75 annually
8. **NUMBER OF HOURS REQUIRED FOR COMPLETION (Note: If the number of required hours is 21 to 24, THECB form is required):**⁶ 18 (unchanged)
9. **LIST FACULTY ON THE CERTIFICATE PROGRAM FACULTY COMMITTEE.**⁷

| Name of Faculty Member | College/Department | Title at UT Austin | Highest Degree and Awarding Institution |
|--------------------------------------|--------------------|-----------------------------|--|
| Elizabeth Cullingford* | English | Department Chair; Professor | PhD, Oxford |
| Elizabeth McCracken* | English | Professor | MFA, Iowa |
| Lisa Olstein* | English | Associate Professor | MFA, Massachusetts-Amherst |
| Laura Saurborn, <i>Program Chair</i> | English | Lecturer | MFA, Warren Wilson MFA Program for Writers |
| Dean Young* | English | Professor | MFA, Indiana |

10. **ACADEMIC COURSE REQUIREMENTS:**⁸ Use this table to identify the courses that qualify for this certificate program.

| Course Abbreviation and Number | Course Title | SCH ⁹ |
|--------------------------------|---|------------------|
| CRW 325 | Topics in Creative Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 3 |
| CRW 325M | Creative Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 3 |
| CRW 325F | Fiction Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 3 |
| CRW 325P | Poetry Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 3 |

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| | | |
|--------------------|--|---|
| CRW 330 | Literature for Writers (#CRW 325F, 325M, 325P, E 325F or E 325P) | 3 |
| CRW 340F | Short Story Workshop (#CRW 325F, 325M, or E 325F) | 3 |
| CRW 350P | Poetry Workshop (#CRW 325M, 325P, or E 325P) | 3 |
| CRW 355F | Advanced Fiction Workshop (#CRW 340F or E 341) | 3 |
| CRW 355P | Advanced Poetry Workshop (#CRW 340P or E 341L) | 3 |
| CRW 660 | Intensive Creative Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 6 |
| RTF 333 | Introduction to Screenwriting (#upper-division standing, RTF 305, nine additional hours of lower-division RTF coursework) | 3 |
| T D 315/CRW 315D* | Playwriting I | 3 |
| T D 325/CRW 340D* | Playwriting II (#T D 315, upper-division standing, consent of instructor) | 3 |
| T D 355T/CRW 355D* | Topics in Playwriting (#T D 315, upper-division standing, consent of instructor) | 3 |
| CRW 325 | Topics in Creative Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 3 |
| CRW 325M | Creative Writing (#C L 315, E 303D (or 603B), 316K, 316L, 316M, 316N, or T C 303D (or 603B)) | 3 |

11. OTHER CERTIFICATE REQUIREMENTS:

Six additional hours of English, Radio-Television-Film, or Theatre and Dance; grade of C- or higher in each course counted toward certificate; the requirements of an undergraduate major; nine hours of certificate coursework must be completed in residence.

12. GIVE A DETAILED RATIONALE FOR CHANGE(S):

CRW 330, Literature for Writers, has been removed from the required curriculum and replaced with a third required course in the student’s chosen genre. This change better aligns with student interest, instructional resources, and student preparation for graduate study in creative writing. CRW 330 will remain as a course option under what is now item 6, a required elective within the creative writing certificate offerings.

Additionally, Playwriting has been elevated in the program so that it is on equal footing with Fiction and Poetry as a primary genre in the program. To achieve this, Theater and Dance has agreed to provide seats to certificate students. CRW 315D, 340D, and 355D will be added to the course inventory in order to give Playwriting a greater presence in our course offerings and to provide certificate students unrestricted access to the Playwriting courses. These courses will be added to the inventory for the fall, 2018, semester.

In the Honors Option, students will now be required to earn a grade A- or higher in CRW 370H in order to match program expectations for awarding the certificate with the honors designation.

13. COLLEGE/SCHOOL APPROVAL PROCESS:

| | | |
|---------------------|-----------------|--|
| Department approval | date: 3/31/2017 | Approved by whom: Creative Writing Certificate Committee |
| College approval | date: 4/19/17 | Approved by whom: COLA Curriculum Design and Assessment Cmte |
| Dean approval | date: 6/5/2017 | Approved by whom: COLA Faculty |

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Creative Writing Certificate

The Creative Writing Certificate is intended for any University student interested in advanced study of creative writing, both as reader and as writer. Those who plan to pursue the certificate should apply to the program adviser for admission no later than the end of their sophomore year. More information about the Creative Writing Certificate is given at the Department of English website.

The certificate program requires 18 semester hours of coursework, including at least nine hours completed in residence. Students must fulfill the following requirements:

1. The requirements of an undergraduate major
2. Six semester hours of coursework from English, theatre and dance, or radio-television-film.
3. Creative Writing 315D, 325F, 325M, or 325P
- ~~4. Creative Writing 330]~~
- ~~[5] 4. Creative Writing 340D, 340F, 340P, or 660 (part A)~~
- ~~[6] 5. Creative Writing 355D, 355F, 355P, or 660 (part B) [~~or three hours of coursework chosen from a list of approved courses available from the program adviser.~~]~~
6. Three additional hours of coursework chosen from a list of approved courses available from the program adviser.
7. Earn a grade of at least C- in each course taken to fulfill the Creative Writing Certificate requirements.

Honors Option

To earn an Honors Creative Writing Certificate, students must fulfill the following additional requirements:

1. Creative Writing 370H, *Honors Creative Writing Project*, with a grade of at least A-
2. A University Grade Point Average (GPA) of at least 3.66 in the coursework required for the Creative Writing Certificate and a cumulative University GPA of at least 3.33.

Please include a draft of the catalog copy immediately following the above form. If this is an update of an existing copy, the draft should be based on the text of the current catalog available at: <http://catalog.utexas.edu/undergraduate/>. **Strike through and replace (with underlines) only the specific language to be changed. Do NOT use track changes, and do not include hyperlinks in the catalog copy.** Submit form electronically to the Office of the General Faculty and Faculty Council at fc@austin.utexas.edu. For questions on completing this section, please contact Victoria Cervantes, fc@austin.utexas.edu, 471-5934 or Brenda Schumann, brenda.schumann@austin.utexas.edu, 475-7654.

¹ Minimum Criteria for Certificate Recognition on the Transcript:

- a) The transcript-recognized undergraduate academic certificate program must be completed in conjunction with or within one year of completion of an undergraduate degree at The University of Texas at Austin; students pursuing an integrated undergraduate/graduate program must complete the requirements for the certificate within one year after completing the undergraduate requirements of their program. A maximum of nine credit hours in the certificate program may be taken after completion of the undergraduate degree.
- b) Transcript-recognized undergraduate academic certificate programs must require a minimum of eighteen hours of certificate course work, but not more than twenty-four hours.
- c) At least half of the required coursework in the certificate program must be completed in residence at The University of Texas at Austin.
- d) A student may **not** earn a certificate in the same field of study as his or her major, and at least one course required in the certificate program must be outside the requirements of the major. However, courses in the certificate program outside the major may fulfill other degree requirements such as general education requirements or required elective hours.

- e) Students apply for transcript recognized undergraduate academic certificates at the time they complete their undergraduate degree or the certificate program, whichever comes later. Transcript recognition is awarded at that time.

² To add a certificate program that requires 21 to 24 SCH's OR to increase the number of hours of an existing certificate program from 20 or less to 21 to 24 SCH's, complete the [THECB Certificate Program Certification Form](#) and submit it to the provost's office, lydia.cornell@austin.utexas.edu. To change the number of required hours for certificates currently requiring 21 to 24 SCH's, complete the [THECB Request to Change Semester Credit Hours Form](#) and submit it to the provost's office, lydia.cornell@austin.utexas.edu. Certificate programs that require 20 or fewer SCH's do not require THECB forms.

³ **EXCLUSIVE:** of *exclusive* application and of primary interest only to a single college or school ("no protest" period is *seven calendar days*); **GENERAL:** of *general* interest to more than one college or school (but not for submission to the General Faculty) ("no protest" period is *fourteen calendar days*); *major* legislation must be submitted to the General Faculty for adoption ("no protest" period is *fourteen calendar days*).

⁴ Use the federal CIP code selector site to pick a code, <http://nces.ed.gov/ipeds/cipcode>. After all other areas of this form are completed, forward a copy to the Office of Institutional Reporting, Research, and Information Systems (IRRIS) IRRIS_data_request@utlists.utexas.edu with a request to verify the CIP code ("CIP CODE" in the subject line). Include your contact information, so an IRRIS member may contact you with any questions.

⁵ Include heading in *Undergraduate Catalog* where changes will be made.

⁶ See footnote 1b above: 18 to 24 hours are required. See footnote 2 above for THECB requirements if over 20 hours.

⁷ For inclusion on transcripts, the faculty committee must have a minimum of five members and at least 2/3 of the committee must be tenured or tenure-track.

Note with an asterisk those faculty members who are tenured or tenure-track. Please also note the program chair who will be responsible for authorizing the students' certificates. Specify changes to the committee membership by noting those no longer on the committee and those added to the committee. (*Add and delete rows as needed.*)

⁸ Note with an asterisk (*) courses that would be added if the certificate program is approved. Specify changes to the qualifying courses by noting those no longer qualifying and those now qualifying. (*Add and delete rows as needed.*) If the course numbers and titles change on a regular basis, please indicate the types of courses and number of hours for required for each. Note with a hashtag (#) courses that require a prerequisite and provide the prerequisite course numbers.

⁹ Semester Credit Hours.