

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 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 type="checkbox"/> Courses that have to be added to the inventory |
| <input type="checkbox"/> Change in admission requirements (external or internal) | <input 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?
- 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.

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 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?

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

Person communicated with:

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Date of communication:

Response:

4. **OFFICIAL CERTIFICATE NAME:** Undergraduate Certificate: German Certificate
5. **CIP CODE** (administrative unit awarding the certificate):⁴ 16.0501
6. **STATEMENT OF OBJECTIVE:**⁵ The German Certificate allows students to explore German culture and/or language beyond the level of beginning and intermediate language courses. Students will advance their language skills, deepen cultural literacy and intercultural awareness, enhance their information literacy, expand their awareness of themselves as learners of language and culture, and further develop their critical thinking skills.
7. **NUMBER OF STUDENTS EXPECTED TO RECEIVE THE CERTIFICATE EACH SEMESTER:** 10 - 15
8. **NUMBER OF HOURS REQUIRED FOR COMPLETION (Note: If the number of required hours is 21 to 24, THECB form is required:**⁶ 18
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
Katherine Arens	Germanic Studies	Professor	PhD Stanford
Kirsten Belgum	Germanic Studies	Assc. Professor	Phd Wisconsin
Hans Boas	Germanic Studies	Professor	PhD UNC
Cori Crane	Germanic Studies	Asst. Professor	PhD Georgetown
Kirkland Fulk	Germanic Studies	Asst. Professor	PhD UNC
Sabine Hake	Germanic Studies	Professor	PhD Hannover
Peter Hess	Germanic Studies	Professor	PhD Michigan
Marc Pierce	Germanic Studies	Assc. Professor	PhD Michigan
Per Urlaub	Germanic Studies	Assc. Professor	PhD Stanford

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
GER 506	First-Year German I	5
GER 507	First-Year German II	5
GER 604	Accelerated First-Year German	6
GER 612	Accelerated Second-Year German	6
GER 328	Advanced German Grammar	3
GER 331L	Advanced Conversation and Composition: Literature.	3
GER 336W	Advanced Business German I	3
GER 340C	Historical Backgrounds of German Civilization	3
GER 343C	Contemporary German Civilization	3
GER 356W	Advanced Business German II	

11. **OTHER CERTIFICATE REQUIREMENTS:** None.
12. **GIVE A DETAILED RATIONALE FOR CHANGE(S):** This is a new certificate program

13. COLLEGE/SCHOOL APPROVAL PROCESS:

Department approval date:	2/22/17	Approved by whom:	German Certificate Cmte
College approval	date: 4/5/17	Approved by whom:	COLA Curriculum Design & Assessment Cmte
Dean approval	date: 4/25/17	Approved by whom:	COLA Faculty

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Certificate in German

Eighteen semester credit hours in German, including 6 upper-division hours.

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.