

**REQUEST TO ADD OR CHANGE AN UNDERGRADUATE ACADEMIC CERTIFICATE PROGRAM AND/OR REQUEST FOR RECOGNITION ON THE UNIVERSITY TRANSCRIPTS<sup>1</sup>**

- 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.<sup>2</sup>**

**Proposed classification:**<sup>3</sup>  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 checked="" type="checkbox"/> Courses in proposer's college that are frequently taken by students in other colleges                      | <input checked="" 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:

COLA ILALC Business SPN

Date of communication:

Response:

**4. OFFICIAL CERTIFICATE NAME:** Certificate in Business Spanish

**5. PROPOSED IMPLEMENTATION DATE:** Fall 2018

**6. CIP CODE** (administrative unit awarding the certificate):<sup>4</sup> 16.0905

**7. STATEMENT OF OBJECTIVE:**<sup>5</sup>

The Certificate in Business Spanish recognizes students who plan to pursue careers and/or postgraduate degrees in Business and who wish to acquire field-specific skills in the Spanish language. In this certificate program, students will achieve advanced proficiency in the Spanish language and develop, more specifically, a mastery of the vocabulary, grammatical forms and structures, and cultural contexts useful in business, commercial, and administrative environments. Students will take twenty-four credit hours in lower- and upper-division Spanish, focusing on the practical skills of speaking, reading, writing, and listening as they apply to a variety of contexts related to the Business field and its practice.

**8. NUMBER OF STUDENTS EXPECTED TO RECEIVE THE CERTIFICATE EACH SEMESTER:** We anticipate ten students per semester.

**9. NUMBER OF HOURS REQUIRED FOR COMPLETION (Note: If the number of required hours is 21 to 24, THECB form is required):**<sup>6</sup> Eighteen

**10. LIST FACULTY ON THE CERTIFICATE PROGRAM FACULTY COMMITTEE.**<sup>7</sup>

Name of Faculty Member	College/Department	Title at UT Austin	Highest Degree and Awarding Institution
*Orlando Kelm [program chair]	Spanish and Portuguese	Associate Professor	Ph.D., University of California, Berkeley
Cristina Cabello de Martinez	Spanish and Portuguese	Senior Lecturer	Ph.D., University of Texas at Austin
*Dale Koike	Spanish and Portuguese	Professor	Ph.D., University of New Mexico
Melissa Murphy	Spanish and Portuguese	Senior Lecturer	Ph.D., University of Texas at Austin
*Sergio Romero	Spanish and Portuguese	Associate Professor	Ph.D., University of Pennsylvania
*Sandro Sessarego	Spanish and Portuguese	Associate Professor	Ph.D., The Ohio State University
*Almeida Jacqueline Toribio	Spanish and Portuguese	Professor	Ph.D., Cornell University

**11. ACADEMIC COURSE REQUIREMENTS:**<sup>8</sup> Use this table to identify the courses that qualify for this certificate program.

Course Abbreviation and Number	Course Title	SCH <sup>9</sup>
SPN 601D	First-Year Spanish I	6
SPN 610D	First-Year Spanish II	6
SPN 611D	Second-Year Spanish	6

## COLA ILALC Business SPN

SPN 327C	Advanced Grammar and Writing in Context	3
SPN 367P 2	Spanish for the Professions, Topic 2: Business in Hispanic Life and Culture	3

SPN 327C carries the Global Cultures Flag

SPN 367P carries the Global Cultures and Cultural Diversity Flags

### 12. OTHER CERTIFICATE REQUIREMENTS:

No other requirements.

### 13. GIVE A DETAILED RATIONALE FOR CHANGE(S):

We anticipate demand for this certificate based on the results of a series of student surveys and workshops held during academic years 2015-16 and 2016-17, which indicated high student interest in the development of practical skill sets on an advanced level in the Spanish language, including Business Spanish. A number of students who complete their foreign language requirement in Spanish wish to continue studying the language on an advanced level, focused on specific professional contexts, without undertaking a major in our department. We believe this certificate program will address these student needs as well as attract students to our upper-division program who major in other areas and might not traditionally study with us on an advanced level.

### 14. COLLEGE/SCHOOL APPROVAL PROCESS:

Department approval	date: March 31, 2017	Approved by whom: ILALC Faculty
College approval	date: April 19, 2017	Approved by whom: COLA Curriculum Design and Assessment Cmte
Dean approval	date: June 5, 2017	Approved by whom: COLA Faculty

#### Certificate in Business Spanish

At least eighteen semester credit hours of Spanish, consisting of 18 semester credit hours SPN for non heritage speakers

SPN 601D

SPN 610D

SPN 611D

12 semester credit hours of SPN for heritage speakers

SPN 604

SPN 612

Three semester credit hours, chosen from SPN 327C and 327N

SPN 367P Topic 2

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](mailto:fc@austin.utexas.edu). For questions on completing this section, please contact Victoria Cervantes, [fc@austin.utexas.edu](mailto:fc@austin.utexas.edu), 471-5934 or Brenda Schumann, [brenda.schumann@austin.utexas.edu](mailto:brenda.schumann@austin.utexas.edu), 475-7654.

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#### <sup>1</sup> **Minimum Criteria for Certificate Recognition on the Transcript:**

- 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.

<sup>2</sup> 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](mailto: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](mailto:lydia.cornell@austin.utexas.edu). Certificate programs that require 20 or fewer SCH's do not require THECB forms.

<sup>3</sup> **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*).

<sup>4</sup> 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](mailto: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.

<sup>5</sup> Include heading in *Undergraduate Catalog* where changes will be made.

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

<sup>7</sup> 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.*)

<sup>8</sup> 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.

<sup>9</sup> Semester Credit Hours.