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10. **Other certificate requirements:**

11. **Give a detailed rationale for change(s):**

**COLLEGE/SCHOOL APPROVAL PROCESS:**

Approver: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

**Minimum Criteria for Certificate Recognition on the Transcript**

1. 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.
2. Transcript-recognized undergraduate academic certificate programs must require a minimum of 18 hours of certificate course work but not more than 24 hours.
3. At least half of the required course work in the certificate program must be completed in residence at The University of Texas at Austin.
4. 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.
5. 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.

Please include a draft of the catalog copy on an attached page. If this is an update of existing copy, the draft should be based on the text of the current catalog available at:  
[http://www.utexas.edu/faculty/council/pages/catalog\\_chgs/catcopy.html](http://www.utexas.edu/faculty/council/pages/catalog_chgs/catcopy.html)