**Texas Higher Education Coordinating Board**

**Texas Public General Academic and Health-Related Institutions**

# **New Bachelor’s and Master’s Degree Program**

# **Request Form**

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| **Directions**: Texas public universities and health-related institutions complete this form to add a new bachelor’s or master’s degree program, if the following criteria for approval are met, per [Texas Administrative Code (TAC), Title 19, Chapter 5, Subchapter C, Section 5.44 (a) (3)](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=2&p_dir=P&p_rloc=164590&p_tloc=&p_ploc=1&pg=7&p_tac=183037&ti=19&pt=1&ch=5&rl=44): (A) the proposed program has institutional and board of regents approval; (B) the institution certifies compliance with the [*Standards for New Bachelor’s and Master’s Programs*](http://www.thecb.state.tx.us/index.cfm?objectid=9B93EB02-0FD4-6E46-E15D47A110934F05); (C) the institution certifies that adequate funds are available to cover the costs of the new program; (D) new costs to the program during the first five years of the program would not exceed $2 million; (E) the proposed program is a non-engineering program; and (F) the proposed program would be offered by a public university or health-related institution.  If the proposed program does not meet the criteria listed above, the institution must submit a request using the [Full Request Form](http://www.thecb.state.tx.us/index.cfm?objectid=9B93EB02-0FD4-6E46-E15D47A110934F05).  This form requires the signatures of: (1) the Chief Executive Officer, certifying adherence to the Texas Administrative Code (TAC), Title 19, Chapter 5, Subchapter C, Section 5.44 (a) (3) criteria, adequacy of funding for the new program, the notification of other Texas public institutions of higher education, and adherence to [Texas Education Code (TEC) Sections 61.822 through 61.823](http://www.statutes.legis.state.tx.us/DocViewer.aspx?DocKey=ED%2fED.61&Phrases=61.822&HighlightType=1&ExactPhrase=False&QueryText=61.822); and (2) a member of the Board of Regents (or designee) certifying Board approval.  **Contact:** Division of Academic Quality and Workforce, 512-427-6200. |
| **Administrative Information** |
| 1. Institution Name and Coordinating Board Accountability Group: |
| 2. Proposed Program:  Show how the proposed program would appear on the institution’s Program Inventory (e.g., Bachelor of Business Administration with a major in accounting). |
| 3. Proposed CIP Code:  List of CIP Codes may be accessed online at [www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/).  Include justification if the proposed program name is not included in the Texas Classification of Instructional Programs. |
| 4. Semester Credit Hours Required:  Bachelor’s degree programs should not exceed 120 semester credit hours (SCH). If the number of SCH exceeds 120 for a bachelor’s degree program, the institution must submit documentation explaining the compelling academic reason). Master’s degree programs do not have semester credit hour restrictions; however, 30 to 36 SCH is common. |
| 5. Location and Delivery of the Proposed Program:  Provide the location of instruction and how the proposed program will be delivered to students (e.g., Instructed on the main campus in Lubbock, face-to-face). |
| 6. Administrative Unit:  Identify where the proposed program would fit within the organizational structure of the institution (e.g., Department of Biology within the College of Natural Sciences). |
| 7. Proposed Implementation Date:  Provide the date that students would enter the proposed program (MM/DD/YYYY). |
| 8. Institutional and Department Contacts:  Provide contact information for the person(s) responsible for addressing any questions related to the proposed program.   1. Name:   Title:  E-mail:  Phone:   1. Name:   Title:  E-mail:  Phone: |

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| **Signature Page**  **1. Chief Executive Officer Certification** – The Chief Executive Officer shall sign the following statements:  *I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Texas Administrative Code (TAC), Title 19, Chapter 5, Subchapter C, Section 5.44 (a) (3):*   1. The proposed program has institutional and governing board approval. 2. The institution certifies compliance with the *Standards for New Bachelor’s and Master’s Programs*. 3. The institution certifies that adequate funds are available to cover the costs of the new program. 4. New costs during the first five years of the program would not exceed $2 million. 5. The proposed program is a non-engineering program. 6. The proposed program would be offered by a public university or health-related institution.   *I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the proposed program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.*  *I certify that my institution will adhere to Texas Education Code (TEC), Sections 61.822 through 61.823, requiring my institution to accept and apply to the degree program Core Curriculum and Field of Study courses in transfer.*   |  |  |  | | --- | --- | --- | | Chief Executive Officer |  | Date |   **2. Board of Regents or Designee Approval** – A member of the Board of Regents or designee shall sign the following statement:  *On behalf of the Board of Regents, I hereby certify that the proposed program is appropriate for the mission of this institution, and the Board of Regents has approved the proposed program.*  Date of Board of Regents approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | | Board of Regents (Designee) |  | Date | |