

Certification Form for New Bachelor's and Master's Programs Texas Higher Education Coordinating Board

Directions: An institution shall use this form to request a new bachelor's or master's degree program that meets all criteria for approval in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44:

- (a) The program has institutional and governing board approval;
- (b) the program complies with the *Standards for Bachelor's and Master's Programs*;
- (c) adequate funds are available to cover the costs of the new program;
- (d) new costs during the first five years of the program will not exceed \$2 million;
- (e) the program is a non-engineering program (i.e., not classified under CIP code 14); and
- (f) the program will be offered by a university or health-related institution.

If a new bachelor's or master's program does not meet the criteria above, an institution must submit a request using the *Form for Requesting a New Bachelor's and Master's Degree Program*.

Information: Contact the Division of Workforce, Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information

1. Institution:
2. Program Name:
3. Proposed CIP Code:
4. Number of Required Semester Credit Hours (SCHs)¹:
5. Administrative Unit:
6. Delivery Mode:
7. Implementation Date:
8. Contact Person:
 - Name:
 - Title:
 - E-mail:
 - Phone:

¹ Bachelor's degrees should not exceed 120 SCH per Board rule 5.44 (a) (3). Those that exceed 120 SCH must provide detailed documentation describing the compelling academic reason for the number of required hours, such as programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 120-hour limit.

