

## THECB Resources

<http://www.thecb.state.tx.us/index.cfm?objectid=9B93EB02-0FD4-6E46-E15D47A110934F05>

- [Guidelines for Developing Collaborative Doctoral Programs](#)

## 30 Day Notification Requirement for New Degree and Certificate Requests

At their July 2013 meeting, the Coordinating Board approved changes in the rules for the 30 day comment period mandated for new degree and certificate requests. These modified rules require that institutions notify other public institutions within a 50 mile radius of the teaching site of the proposal at least 30 days prior to submitting it to the Coordinating Board. This may be accomplished through a letter or email to the chief academic officers of the institutions. If any objections are received, the institution making the request must resolve those objections. If the institution cannot resolve the objections, then it may ask the Assistant Commissioner of the Academic Quality and Workforce Division to mediate the dispute. Once any objections have been resolved, the institution may submit the proposal to the Board along with documentation showing that notification was given to nearby public institutions and that the objections, if any, were resolved. These provisions are found in Chapter 5, Subchapter C, Rule 5.44.

## Certificates (Upper-division and graduate)

[Chapter 5, Subchapter C, Section 5.48](#)

Graduate and upper-level undergraduate certificate programs that meet the following criteria are automatically approved if there are no objections received during the 30-day public comment period prior to submission of the [Certificate Program Certification Form](#).

- Upper-level undergraduate certificates of 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.
- Graduate-level and professional certificates of 16 - 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

*Guidelines for Educator Preparation Certificate Programs*

If the institution is requesting a new educator certificate program for an approved degree, only submit the *Certificate Program Certification Form*. If the institution is requesting a new degree that includes a new educator certificate, follow the requirements for requesting a new Bachelor's or Master's Programs. *If the institution is changing an approved certificate program, no form is required for the Coordinating Board.*

## Preliminary Authority Requests

Institutions have the authority of offer approved programs as reflected in the [Table of Programs](#). An institution that does not have an approved program in a CIP (Classification of

Instructional Program) area must submit a preliminary planning notification request prior to submitting a new program request in that CIP area for the following:

- Doctoral programs in any discipline
- Engineering (CIP code 14) programs at any level
- Baccalaureate programs at legislatively authorized community and technical colleges

A preliminary planning notification should be provided through the online submission portal in the form of a letter to the Assistant Commissioner of the Academic Quality and Workforce Division that includes the title, degree designation, and CIP code of the program, along with the anticipated date of submission of the proposal.

## **New Bachelor's and Master's Programs**

### [CB Rules Chapter 5, Subchapter C, Section 5.45](#)

New bachelor's and master's programs that meet the following criteria are approved (subject to staff review) if there are no objections received during the 30-day public comment period prior to submission of the [Certification Form](#).

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

New bachelor's and master's programs that do not meet the above criteria must submit the Full Request Form.

- [Full Request Form](#)

## **New Doctoral Programs**

Institutions proposing new doctoral or professional programs should refer to [Coordinating Board Rules §5.46](#), Criteria for New Doctoral Programs, and the [18 Characteristics of Texas Public Doctoral Programs](#).

### *Forms and Instructions*

- [Proposal for a Doctoral Program Form](#)
- [Guidelines for Institutions Submitting Proposals for New Doctoral Programs](#)
- [Program Funding Estimation Tool](#)