

**Certification Form for New Associate of Applied Science Degree
and Certificate Programs
Texas Higher Education Coordinating Board**

Directions: An institution shall use this form to request a new associate of applied science degree or certificate program that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93.

The institution proposing the program shall notify all public institutions within 50 miles of the teaching site of their intention to offer the program at least 30 days prior to submitting their request to the Coordinating Board. If no objections occur, the Coordinating Board staff shall update the institution's program inventory accordingly. If objections occur, the proposing institution must resolve those objections prior to submitting the request to the Coordinating Board. If the proposing institution cannot resolve the objection(s), and the institution wishes to submit the proposed program, the proposing institution may request the assistance of the Assistant Commissioner of Workforce, Academic Affairs and Research to mediate the objections and determine whether the proposing institution may submit the proposed program. No new program shall be implemented until all objections are resolved.

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

Program Information

1. Institution:

2. Program Name:

3. Proposed CIP Code:

4. Number of Required Semester Credit Hours (SCH):

Note: If the number of semester hours required to complete a proposed associate's program exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as, but not limited to, programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit. The Coordinating Board staff will review the documentation provided and make a determination to approve or deny a request to exceed the 60-hour limit. Institutions of higher education must be in compliance with this subsection before the 2015 fall semester.

5. Implementation Date: Report the first semester and year that students would enter the program.

6. Contact Person: Provide contact information for the person who can answer specific questions about the program.

Name:

Title:

E-mail:

Phone:

Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93, and that recent documentation is available to support these criteria:

- (A) The program has institutional and governing board approval;
- (B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;
- (C) There is recent evidence of both short-term and long-term student demand for the program;
- (D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;
- (E) Basic and career technical/workforce skills have been integrated into the curriculum;
- (F) The institution has an enrollment management plan for the program;
- (G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;
- (H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;
- (I) The program would not unnecessarily duplicate existing programs at other institutions;
- (J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;
- (K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;
- (L) New costs during the first five years of the program would not exceed \$2 million;
- (M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years;
- (N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;
- (O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported; and
- (P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

I understand that the Coordinating Board will update the program inventory for the institution if no objections to the proposed program are received during the 30-day public comment period.

Chief Executive Officer

Date

I hereby certify that the Governing Board has approved this program.

Date of Governing Board approval: _____

Governing Board Officer (or Designee)

Date