

03.02.0211.10 Approval Procedures for Degree Programs, Administrative Changes, etc. Academic Program Requests

Approved September 29, 1995

Revised September 30, 1998

Revised January 19, 1999

Revised June 6, 2000

Revised September 3, 2015 (MO -2015)

Next Scheduled Review: September 3, 2020



Policy Statement

Academic program requests from academic institutions of The Texas A&M University System (system) should be guided by principles and standards set forth by the Texas Higher Education Coordinating Board (coordinating board).

Reason for Policy

Academic program requests require Board of Regents (system board) or board designee approval. Program design, implementation, modification and delivery must follow coordinating board principles and standards for approval.

Procedures and Responsibilities

1. GUIDING PRINCIPLES

Academic program requests shall be guided by principles and standards set forth by the coordinating board in Texas Administrative Code Title 19, Part 1, Chapters 4 and 5.

1.1 Mission. University degree and certificate programs must be consistent with the mission statement and table of programs authorized by the system board and the coordinating board. This principle also pertains to how programs are designed and delivered.

1.2 Quality. University degree and certificate programs must be of high quality as determined by the standards set forth by the coordinating board and accrediting agencies in regards to faculty, curriculum, facilities and library resources.

1.3 Resources. Academic programs and organization shall have adequate resources to offer quality programs and represent an efficient use of financial resources. New programs should not be initiated that reduce resources for existing programs.

Program choice, design, implementation and delivery must be cost effective. Administrative structure shall be kept low to ensure that most of the funds appropriated for higher education go toward the costs of instruction.

1. SYSTEM POLICY

System Policy 03.02 states that new and revised programs, administrative changes, and other substantive changes requiring approval by the Texas Higher Education Coordinating Board (Coordinating Board) must be approved by the Chancellor and the Board before being forwarded for formal action by the Coordinating Board. The purpose of this System Regulation is to provide specific guidelines and procedures for securing those required approvals.

2. PREPARATION, SYSTEM REVIEW AND APPROVAL

2.1 System academic institutions are required to follow Coordinating Board rules in the development of academic program proposal requests and to follow System procedures in the submission of these proposal requests to the system Board. System procedures can be found on the Office of Academic Affairs website. of Regents prior to submission to the Coordinating Board. The System's Academic Program Guidelines (APG), Volume I Policies and Procedures, contains rules and policies of the Coordinating Board about program development as well as other academic program guidelines. The APG also contains System procedures for review of both substantive and nonsubstantive degree programs and administrative change proposal requests. A copy of the APG, issued by the Vice Chancellor for Academic and Student Affairs, is available in the offices of all System academic deans and provosts.

2.2 Upon approval by the system board or board designee, requests will be submitted by the Office of Academic Affairs to the coordinating board for review and appropriate action.

A request for Board approval of a new or revised degree program, an administrative change, or other substantive change requiring subsequent Coordinating Board approval is to be submitted through the Vice Chancellor Academic and Student Affairs. The agenda item should include the following content and attachments:

(1) The text of the agenda item should describe the rationale for the proposed action; and the proposed minute order should provide for Board approval of the proposed new or revised program or administrative change and authorize the president to forward the request to the Coordinating Board for consideration.

(2) Attached to the agenda item should be an executive summary of not more than two pages which describes the proposed change in terms of its objective, need and quality of programs, issues related to program duplication, and related costs and funding sources.

Related Statutes, Policies, or Requirements

19 Tex. Admin. Code Part 1, Ch. 4 and Ch. 5

Office of Academic Affairs Approval Process

Prior to September 3, 2015, this policy was published as Regulation 03.02.02, *Approval Procedures for Degree Programs, Administrative Changes, etc.*

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

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