

**DISTANCE EDUCATION
OFF CAMPUS (FACE-TO-FACE) REQUEST
APPROVAL FORM**

Submitted by:

Texas A&M University
(Galveston, HSC, Qatar, School of Law)
Texas A&M University- Central Texas
Texas A&M University-Commerce
Texas A&M University-Corpus Christi
Texas A&M University-Kingsville
Texas A&M University-San Antonio

Texas A&M University-Texarkana
Texas A&M International University
Prairie View A&M University
Tarleton State University
West Texas A&M University

Distance Education : Off-Campus (Face-to-Face) Authorization Request

Please list the proposed degree and CIP code:

Degree: _____

CIP Code: _____

When is the effective date of the proposed program?

Effective Date: _____

Higher Education Center: No area notification required. Complete form and send to System for approval. Check the one that applies.

University or System Center: administered by a university system or individual institution with minimal administration and locally provided facilities.

Multi-Institutional Teaching Center (MITC): administered between two or more public institutions and/or independent institution with minimal administration. MITC requires approval from the administrative council of the proposed offering. Attach this approval to the proposal.

Higher Education Teaching Site: an “off-campus teaching center that promotes access in an area not served by other public universities.” Teaching sites offer limited courses and/or programs. Notification of offerings must be sent to peer institutions (i.e., public universities and centers) within a 50 mile radius of proposed site and within 60 business days prior to effective date. (System and CB should be copied on notification).

Degree will be offered at the following location(s): Please include zip code.

Summary of Proposal (Include Background Information and Rationale for the change.)

Financial Implications:

University: Request for Authorization

I recommend adoption of the following program:

“Having complied with all of the requirements of the Texas Higher Education Coordinating Board, _____ (University name) is hereby authorized to offer the _____(Degree) program by distance education, off campus (face-to-face) effective _____.

The Texas A&M University System Office of Academic Affairs finds that the program offering aforementioned is within the role and scope and capacity of the institution and will benefit students.

_____(University name) certifies that the proposed distance delivery of the aforementioned program meets the criteria under Texas Administrative Code Chapter 4 Subchapter P regarding quality of the curriculum and courses; delivery of instruction; evaluation, training, supervision, and support of faculty; financial resources; and admission of and support services for students. The program is within the role and mission of the institution and in the Table of Programs. The institution will comply with the standards and criteria of the Commission on Colleges of the Southern Association of Colleges and Schools and will adhere to criteria outlined in *Principles of Good Practice for Degree and Certificate Programs and Courses Offered Through Distance Education.*”

Approval – University:

Signature

Date

University President: _____
Print name of President

Authorization: System

Approval – Texas A&M University System:

James R. Hallmark, Ph.D.
Vice Chancellor for Academic Affairs

Date