Agenda Item No.

**AGENDA ITEM BRIEFING**

**Submitted by:** XXXXX XXXXX, President/CEO

**(University Name)**

**Subject:** Authorization to Offer **(Name of the Degree Program)** by Distance Education at **(Location)**

**Proposed Board Action:**

Authorizes **(University Name)** to offer existing **(doctoral degree – name of program)** via distance education (off-campus, face-to-face) at **(location)**, effective **(semester, year)**.

**Background Information:**

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**(University Name)** certifies that the **(baccalaureate or master’s degrees – name of program)** offered at the **(location)**, meet the standards and criteria established in Chapter 4, Subchapter P, of the rules and regulations of the Texas Higher Education Coordinating Board.

**A&M System Funding or Other Financial Implications:**

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## Agenda Item No.

**(INSTITUTION NAME, BOLDED, ALL CAPS CENTERED)**

Office of the President

(Date of Submission)

### Members, Board of Regents

The Texas A&M University System

Subject: Authorization to Offer **(Name of the Degree Program)** by Distance Education at **(Location)**

I recommend adoption of the following minute order:

“Having complied with all of the requirements of the Texas Higher Education Coordinating Board, *(Institution)* is hereby authorized to offer *(List program)* by *face to face*, to *(Location)*, effective *(semester/year)*.

The Board of Regents finds that the program offering authorized by this minute order is within the role and scope and capacity of the institution and will benefit students.”

Respectfully submitted,

(CEO’s SIGNATURE)

CEO’s Name, Title

(One or two spaces)

**Approval Recommended: Approved for Legal Sufficiency:**

(Three spaces)

John Sharp Ray Bonilla

Chancellor General Counsel

James R. Hallmark, Ph.D.

Vice Chancellor for Academic Affairs