**Request Form for Bachelor’s and Master’s Degrees**

Following Board action on July 30, 2009, new bachelor’s and master’s programs that meet the following criteria are automatically approved (Chapter 5, Subchapter C, Section 5.44):

* The program has institutional and governing board approval;
* the program complies with the [Standards for Bachelor’s and Master’s Programs](http://www.thecb.state.tx.us/index.cfm?objectid=777B4B2F-D736-DA41-DE2964C58034AB67);
* 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.

A new bachelor’s or master’s degree program that meets these criteria may be requested using the *Certification Form for New Bachelor’s and Master’s Programs* and is automatically approved if no objections are received during the 30-day public comment period. The institution's program inventory will be updated accordingly and a letter of approval will be sent to the institution/System. All other requests for new bachelor’s or master’s programs must be submitted using the *Form for Requesting a New Bachelor’s or Master’s Degree Programs.*

Section 5.45 of the Texas Higher Education Coordinating Board Rules set forth criteria that must be met in developing new bachelor’s and master’s degree programs. These criteria are show in red.

**I. Need**

**NEEDS ASSESSMENT**

Useful resources for developing a degree program proposal can be found at: [**http://www.thecb.state.tx.us/index.cfm?objectid=C52788D7-DBFD-5C19- BFA9642A88E40A48&flushcache=1&showdraft=1**](http://www.thecb.state.tx.us/index.cfm?objectid=C52788D7-DBFD-5C19-%20%20%20BFA9642A88E40A48&flushcache=1&showdraft=1)

Use theTHECB website; to check program inventory for existing programs within the state

<http://www.thecb.state.tx.us/InteractiveTools/ProgramInventory/>

1. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

The institution has researched and documented recent and reliable data on the number of potential job openings in the discipline that reflect both short and long-term need.

Types of data to be used:

1. Documented vacancies in existing positions
2. Documented need for new positions
3. Evidence of emerging markets

For programs that do not lead directly into a job, the institution has documented other justification for the program such as enhancing educational opportunities currently unavailable to students, preparing for graduate education, etc.

1. Student Demand – Provide short- and long-term evidence of demand for the program.

The institution has researched and documented recent and reliable data of short- and long-term evidence of student interest.

Types of data to be used:

1. Increased enrollments in related programs at the institution
2. High enrollment in similar programs at other institutions
3. Qualified applicants rejected at similar programs in the state or nation
4. Student surveys

C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. (*Include majors only and consider attrition and graduation*.)

The institution has calculated enrollment projections that reflect student demand estimates to ensure financial self sufficiency of the program by the end of the program’s fifth year.

Standard to calculated enrollment: Yearly FTSE, 30 SCH equals 1 FTSE for bachelor’s programs and 24 SCH equals 1 FTSE for master’s programs.

The institution has developed a plan to recruit, retain, and graduate students from underrepresented groups for the program.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Change of Major/Transfers** | **New Students** | **Attrition** | **Graduation** | **Cumulative Headcount** | **Cumulative\* FTES**  **(New only)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

\*These numbers will dictate the projected formula income in the funding source portion in Section III, Anticipated New Formula Funding.

**FTES = full-time equivalent student**.

Per CB guidelines, 1 FTES = 15 sch for UG, 12 sch for M, and 9 sch for D

**II. Quality**

1. Degree Requirements – Use this table to show the degree requirements of the program. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*
2. Core curriculum - The number of semester credit hours (SCH) in the general education core curriculum shall equal the number of SCH in the institution’s approved Core Curriculum Plan.
3. Number of hours in a major - A minimum number of SCH are required for an academic major (required courses and prescribed electives):
   1. Bachelor’s program – 24 SCH (30 SCH for most majors)
   2. Master’s program – 18 SCH in a 30 to 36 SCH program; more for longer programs
4. Number of hours in a degree program – The number of SCH’s for the degree shall be comparable to the number of SCH’s required for similar degrees in the state. The institution shall adhere to Texas Education Code Section 61.0515 regarding limitations on the number of semester credit hours required for a baccalaureate degree. A baccalaureate degree requires a minimum of 120 SCH’s and a maximum of 120 SCH’s unless the institution requests a waiver in writing to the Coordinating Board. The waiver shall document a compelling academic reason for requiring more than 120 SCH’s.
5. Transfer issues – Any bachelor’s program for which the Coordinating Board has an approved Field of Study Curriculum (FOSC) shall fully accept in transfer and apply the FOSC (or that portion of the FOSC that the student has completed) to satisfy the lower-division requirements of the major.

For bachelor’s degree:

|  |  |  |
| --- | --- | --- |
| **Category** | **Semester Credit Hours** | **Clock Hours** |
| General Education Core Curriculum  *(bachelor’s degree only)* |  |  |
| Required Courses |  |  |
| Prescribed Electives |  |  |
| Free Electives |  |  |
| Other *(Specify, e.g., internships, clinical work)* | (if not included above) |  |
| TOTAL |  |  |

For Master’s degree programs:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Non-thesis  SCH | Thesis  SCH | Clock  Hours |
| a. \*Foundation Courses: prerequisite/leveling  (explain any special circumstances) |  |  |  |
| b. Required Courses (of all students)  (list course names w/prefix & course numbers) |  |  |  |
| c. Prescribed Elective Courses  (list course name w/ prefix & course numbers) |  |  |  |
| d. Elective Courses  (list elective areas only) |  |  |  |
| e1. Thesis/Dissertation |  |  |  |
| e2. Other (specify)  (e.g. internships/clinical practicum, etc.) |  |  |  |
| **TOTAL SCH REQUIREMENTS** |  |  |  |

B. Curriculum – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (\*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)*

1. Required Courses - Required courses are taken by all students in the program. These courses shall meet all requirements for accreditation, licensure, or certification and shall be consistent with similar programs in the state and nation.
2. Prescribed Electives - Prescribed electives are a list of specific courses from which students must choose to meet curricular requirements of the program. Prescribed electives shall complement the required courses and are numerous enough to provide breadth and depth of study.
3. Free Electives – Free electives, if available, are consistent with similar programs and are selected by the student, subject to advisor approval.
4. Initial teaching certificate - New or revised undergraduate degree programs leading to an initial teaching certificate must comply with the requirements adopted by the Coordinating Board. (See requirements: <http://www.thecb.state.tx.us/AAR/EdPrep/>)

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Required Courses** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Prescribed Elective Courses** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

C. Faculty --

1. Use these tables to provide information about Core and Support faculty. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

1. Core Faculty - A core faculty member is tenured (or tenure-track) who devotes an average of fifty percent or more of his or her teaching time in the program. (Some programs such as interdisciplinary degrees may have core faculty devoting less than 50 percent of their teaching time to the program.) The background and education of each core faculty member shall be in the field of the program or in a closely related field.
2. Support faculty - A support faculty member is a 1) tenured/tenure-track faculty from related disciplines, 2) adjunct faculty, and 3) a graduate teaching assistant or assistant instructor who serves as the instructor of record for a course (only if he or she meets minimum SACS requirements). The program shall have a sufficient number of support faculty to teach the scope of the discipline, consistent with similar programs in the state and nation.
3. A minimum number of faculty shall be devoted specifically to the proposed program:

• Bachelor’s program – three FTE or two FTE if comprised of four individual faculty members. (Note: The standard for upper-level institutions could be lower for those programs in which lower-division courses are required for the major and taken at feeder institutions.)

• Master’s program – three FTE or two FTE if comprised of four individual faculty members

• At least 50 percent of the faculty FTE supporting a bachelor’s or master’s program must be core faculty.

1. Qualifications of Faculty for Bachelor’s Programs - To meet minimum SACS standards, 25 percent of faculty supporting the program shall have terminal degrees. Beyond that minimum standard, the percentage of faculty with terminal degrees shall compare favorably to the percentage of faculty with terminal degrees at similar programs in the state and nation.
2. Qualifications of Faculty for Master’s Programs - All faculty supporting the master’s degree program shall have terminal degrees.
3. Degree-granting Institution - Coordinating Board rules Sections 5.45 (3) (B) and 7.4 (a) (1) require that core and support faculty have terminal degrees from institutions that are accredited by agencies recognized by the Coordinating Board or from equivalent institutions located outside the United States.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Core Faculty and Faculty Rank** | **Highest Degree and**  **Awarding Institution** | **Courses Assigned**  **in Program** | **% Time**  **Assigned**  **To Program** |
| e.g.: Robertson, David  Asst. Professor | PhD. in Molecular Genetics  Univ. of Texas at Dallas | MG200, MG285  MG824 (Lab Only) | 50% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| New Faculty in Year \_\_ |  |  |  |
| New Faculty in Year \_\_ |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Support Faculty and Faculty Rank** | **Highest Degree and**  **Awarding Institution** | **Courses Assigned**  **in Program** | **% Time**  **Assigned**  **To Program** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What impact will the new program have on current programs in regards to faculty resources?

1. How will the teaching load of current faculty be impacted?

2. How will the teaching load of faculty assigned a portion of their time to the new program be covered?

D. Students – Describe general recruitment efforts and admission requirements. In accordance with the institution’s Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the program.

E. Library – Provide the library director’s assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

Resources shall meet the standards of the appropriate accrediting body or other professional association and be adequate to support the program. Faculty and library staff shall collaborate on writing a collection development policy for the program and on purchasing core collection materials.

F. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

Facilities and equipment shall be equivalent to those provided at similar programs in the state and nation.

G. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

The institution shall identify plans to seek accreditation from appropriate accrediting agencies or organizations. The Coordinating Board requires institutions to meet accreditation deadlines for certain programs (e.g., ABET for undergraduate engineering) as a contingency of continued program approval. If the institution does not plan to pursue accreditation, it shall provide the rationale for that decision.

H. Evaluation – Describe the evaluation process that will be used to assess the quality and effectiveness of the new degree program.

The institution has a process for regular program review to assess the quality and effectiveness of the degree program and for continuous improvement. Program reviews shall be submitted to the System Office for institutions within a System, as well as to the Coordinating Board upon request.

**III. Costs and Funding**

New Five-Year Costs and Funding Sources - Use this table to show new five-year costs and sources of funding for the program. (Please refer to reference and resources at end of document in developing information)

1. Identifiable new and reallocated revenues shall cover the incremental costs of operating the program.
2. New formula funding shall not be considered as a funding source for the first two years of the program and shall not exceed 50 percent of all funding for the program for years three through five.
3. By year six, the identified sustainable incremental revenue shall be equal to or above the incremental costs.
4. Incremental or new costs to the institution shall be below $2,000,000 for the first five years of the program.
5. Costs shall include personnel, facilities and equipment, library resources, supplies and materials, administration, and any other new costs directly related to the program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Five-Year Costs** | | **Five-Year Funding** | |
| Personnel1 |  | Reallocated Funds | $0 |
| Faculty | $0 |  |  |
| Administration | $0 |
| Graduate Assistants | $0 |
| Clerical/Staff | $0 |
| Other Personnel | $0 |
| Facilities, Equipment & IT Resources | $0 | Anticipated New Formula Funding3 | $0 |
| Supplies and Materials | $0 | Special Item Funding | $0 |
| Library | $0 | Designated Tuition | $0 |
| Other2 | $0 | Other4 | $0 |
| **Total Costs** | **$0** | **Total Funding** | **$0** |

1. Report costs for reassigned faculty, new faculty hires, graduate assistants, and technical support personnel. Prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).

2. Specify other costs here (e.g., accreditation, travel).

3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only **for years three through five** of the program and should reflect enrollment projections for years three through five.

4. Report other sources of funding here. In-hand grants, “likely” future grants, and fees can be included.

**Reference and Resources for completion of proposal.**

**For certification on signature page.**

*TAC Section 5.50 (b).*

(b) To be approved by the Commissioner, a proposal for a new degree program must include certification in writing from the Board of Regents of a proposing institution, in a form prescribed by the Commissioner, that the following criteria have been met:

  (1) The proposed degree program is within the Table of Programs previously approved by the Board for the requesting institution.

  (2) The curriculum, faculty, resources, support services, and other components of a proposed degree program are comparable to those of high quality programs in the same or similar disciplines offered by other institutions.

  (3) Clinical or in-service placements, if applicable, have been identified in sufficient number and breadth to support the proposed program.

  (4) The program is designed to be consistent with the standards of the 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.

  (5) The institution has provided credible evidence of long-term student interest and job-market needs for graduates; or, if proposed by a university, the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution where the principal faculty and other resources are already in place to support other approved programs and/or the general core curriculum requirements for all undergraduate students.

  (6) The program would not be unnecessarily duplicative of existing programs at other institutions.

  (7) Implementation and operation of the program would not be dependent on future Special Item funding.

  (8) New costs to the institution over the first five years after implementation of the program would not exceed $2,000,000.

Section II. C of the CB proposal asks campuses to provide information about Core and Support Faculty but does not ask for any other personnel information or any additional personnel who may be involved in the delivery of the new program. AND Section III of the proposal requests identification of personnel costs for first five-year period.

The following ‘FTE personnel’ table provides program proposal preparers an avenue to identify personnel requirements by category types, along with the types of funding sources [new costs vs. reallocated/reassigned funds from existing sources] for these personnel. The total costs from this table will provide ‘Personnel’ information costs to be included within Section III -- the ‘Five-Year Costs and Funding Sources’ table on p. 4 of the program proposal form.

**FTE Personnel Involved in Delivery of New Program**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel** |  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **TOTAL** |
| **Program Administration** | New |  |  |  |  |  |  |
| Reassignment |  |  |  |  |  |  |
| **CORE**  **Faculty** | New |  |  |  |  |  |  |
| Reassignment |  |  |  |  |  |  |
| **SUPPORT Faculty** | New |  |  |  |  |  |  |
| Reassignment |  |  |  |  |  |  |
| **Graduate Student Assts** | New |  |  |  |  |  |  |
| Reassignment |  |  |  |  |  |  |
| **Clerical/Other Support** | New |  |  |  |  |  |  |
| Reassignment |  |  |  |  |  |  |
| **TOTAL** | New |  |  |  |  |  |  |
| Reassignment |  |  |  |  |  |  |
| **5-Year TOTAL/TOTAL** | **New** | | | | | | | |
| **Reassignment** | | | | | | | |

**NOTE: Reassignment = reallocation(s)**

**NEW COSTS TO THE INSTITUTION OF THE PROGRAM/ADMINISTRATIVE CHANGE (TAMUS modified)**

*Complete this* chart to indicate the dollar costs to the institution that are anticipated from the change requested.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Category** | **Cost Sub-Category** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **TOTALS** |
| **Faculty Salaries** | **(New)** |  |  |  |  |  |  |
| **(Reassignments)** |  |  |  |  |  |  |
| **Program Administration** | **(New)** |  |  |  |  |  |  |
| **(Reassignments)** |  |  |  |  |  |  |
| **Graduate Assistants** | **(New)** |  |  |  |  |  |  |
| **(Reassignments)** |  |  |  |  |  |  |
| **Clerical/Staff** | **(New)** |  |  |  |  |  |  |
| **(Reassignments)** |  |  |  |  |  |  |
| **Supplies & Materials** |  |  |  |  |  |  |  |
| **Library** |  |  |  |  |  |  |  |
| **Equipment& IT Resources\*\*** |  |  |  |  |  |  |  |
| **Facilities** |  |  |  |  |  |  |  |
| **Other (Identify)** |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |

ANTICIPATED SOURCES OF FUNDING *Note:* Use this chart to indicate the dollar amounts anticipated from various sources. Use the additional explanation section that follows this page to specify as completely as possible each non-formula funding source.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funding Category** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **TOTALS** |
| **I. Formula Income\*** |  |  |  |  |  |  |
| **II. Other State Funding\*** |  |  |  |  |  |  |
| **III. Reallocation**  **of Existing Resources\*** |  |  |  |  |  |  |
| **IV. Federal Funding\***  **(In-hand only)** |  |  |  |  |  |  |
| **V. Other Funding\*** |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |

\*For more information, please refer to the accompanying *Anticipated Sources of Funding: Explanatory Notes and Examples*

**NON-FORMULA SOURCES OF FUNDING**

*Note:* Use this form to specify as completely as possible each of the non-formula funding sources for the dollar amounts listed on the reverse side of this form.

|  |  |
| --- | --- |
| **Funding Category** | **Non-Formula Funding Sources** |
| **II. Other State Funding\*** | **#1** |
|  |
| **#2** |
|  |
| **III. Reallocation of Existing Resources\*** | **#1** |
|  |
| **#2** |
|  |
| **IV. Federal Funding\*** | **#1** |
|  |
| **#2** |
|  |
| **V. Other Funding\*** | **#1** |
|  |
| **#2** |
|  |

**Explanations: ANTICIPATED SOURCES OF FUNDING: EXPLANATORY NOTES AND EXAMPLES**

**I. Formula Income**

A. The first two years of any new program should not draw upon formula income to pay for the program.

B. For each of Years 3 through 5, enter the smaller of:

1. the new formula income you estimate the program would generate, based on projected enrollments and formula funding rates; or

2. half of the estimated program cost for that year.

C. Because enrollments are uncertain and programs need institutional support during their start-up phase, it is the Coordinating Board's policy to require institutions to demonstrate that they can provide:

1. sufficient funds to support **all** the costs of the proposed program for the first two years (when no **new** formula funding will be generated); and

2. half of the costs of the new program during years three through five.

D. When estimating new formula income, institutions should take into account the fact that students switching programs do not generate additional formula funding to the institution. For example, if a new master's program has ten students, but five of them switched into the program from existing master's programs at the institution, only five of the students will generate new formula income to help defray the costs of the program.

**II. Other State Funding**

This category could include special item funding appropriated by the legislature, or other sources of funding from the state that do not include formula-generated funds (e.g., HEAF, PUF, etc.).

**III. Reallocation of Existing Resources:**

If faculty in existing, previously budgeted positions is to be partially or wholly reallocated to the new program, you should explain in the text of your proposal how the institution will fulfill the current teaching obligations of those faculty and include any faculty replacement costs as program costs in the budget.

**IV. Federal Funding**

Only federal monies from grants or other sources currently **in hand** may be included. Do not include federal funding sought but not secured. If anticipated federal funding is obtained, **at that time** it can be substituted for funds designated in other funding categories. Make note within the text of the proposal of any anticipated federal funding.

**V.** **Other Funding**

This category could include Auxiliary Enterprises, special endowment income, or other extramural funding.