**Texas A&M University System**

****

**Certification Form for Out-of-Country Education Programs**

**Administrative Information**

1. Institution:

2. Program Name – Show how the program would appear on the Coordinating Board’s program inventory [e.g., Master of Arts (MA) in English Literature]:

3. Program CIP Code:

4. Program Delivery – Describe how the program will be delivered: online, off-campus face-to-face or off-campus electronic-to-groups? If off-campus, include information as to where the program will be delivered and be sure to follow the requirements for area notification as outlined in the [*Guidelines for Approval of Distance Education*](http://www.thecb.state.tx.us/reports/DocFetch.cfm?DocID=3060).

5. Proposed Implementation Date – Report the first semester and year that students would enter the program at the proposed additional site(s).

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

Name:

Title:

E-mail:

Phone:

**INSTITUTIONAL CONTEXT AND COMMITMENT**

Role and Mission

* The program or course is consistent with the institution's role and mission.
* Review and approval processes ensure the appropriateness of the technology being used to

 meet the objectives of the program or course.

Students and Student Services

* Program or course announcements and electronic catalog entries provide appropriate

 information.

* Students shall be provided with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.
* Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
* The institution has admission/acceptance criteria in place to assess the extent to which a

 student has the background, knowledge and technical skills required to undertake the program or course.

* Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

Faculty Support

* The program or course provides faculty support services specifically related to teaching via an electronic system.
* The institution assures appropriate training for faculty who teach via the use of technology.
* The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

Resources for Learning

* The institution ensures that appropriate learning resources are available to students.
* The institution evaluates the adequacy of, and the cost to students for, access to learning

resources and documents the use of electronic resources.

Commitment to Support

* Policies for faculty evaluation include appropriate recognition of teaching and scholarly

activities related to programs or courses offered electronically.

* The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

**EVALUATION AND ASSESSMENT**

* The institution evaluates the program's or course's educational effectiveness, including

 assessments of student learning outcomes, student retention, and student and faculty

 satisfaction.

* At the completion of the program or course, the institution provides for assessment and

 documentation of student achievement in each course.

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Institution), I assert that the preceding Coordinating Board criteria have been met for all courses associated with this program that will be delivered electronically and off-campus face-to-face.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Academic Officer or President Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_