Texas Distance Education Program Approval Process
Upper Division and Master’s Courses (Except Clinicals)
Universities and Health-Related Institutions*

- **Is the course delivered electronically to individuals,** either via the internet or other means (broadcast, CD-ROM, etc.)?
  - **NO**
  - **YES**
    - No prior CB notification or approval required.
    - Requires governing board approval.**

- **Is the course delivered Off-Campus** (face-to-face), On-Campus Self-Supported, OR Electronic-to-Groups (2-way video, etc.) **outside Texas** to students not enrolled on campus?
  - **NO**
  - **YES**
    - Requires area notification and Coordinating Board notification of off-campus self-supporting courses by email to andrew.lofters@thecb.state.tx.us.

- **Is the course self-supporting?**
  - **NO**
  - **YES**
    - Is the course study abroad?
      - **NO**
      - Study Abroad courses must be reported to the CB using the Online Certification Form. Approval is automatic unless CB objection. Courses must be recertified annually.
    - **YES**
      - Off-campus courses require notification by email to area institutions 60 days prior to the course being offered. A copy of the email should be sent to the CB at: andrew.lofters@thecb.state.tx.us. Approval automatic unless objections are filed. Appeal to Commissioner, then Board.
        - **EXCEPTIONS:** No approval required for courses in programs approved for delivery to specific locations (e.g., a MITC or university center).

*For Institutions with Approved Institutional Reports and Certifying Compliance with Subchapters P and Q and The Principles of Good Practice
**Semester credit hours generated in the courses that compose these programs may not be submitted for formula funding.