Changes to Existing Programs

60×30TX

Texas Higher Education Coordinating Board

Universities and Health-Related Institutions

Summer Seminar
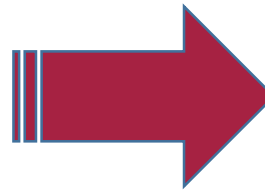
July 10, 2017

60×30TX

Requesting Changes to Existing Programs

Common changes requested for existing programs:

- Semester Credit Hour (SCH) increase/decrease
- Program Name Change
- Classification of Instructional Programs (CIP) Code
- Phase Out
- Consolidation
- Degree Designation
- Administrative Changes
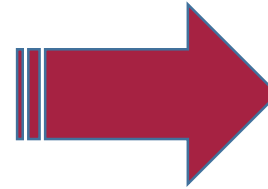
Changes Requiring Only Notification

- Reduction in SCH
  - May not decrease below SACSCOC minimum requirements
- Phase Out of Existing Programs
- Administrative Changes
  (e.g. creation of a new department)

These requests require only a letter of notification from the institution's CAO/Provost.

Changes Requiring Staff Review and Approval

- Increase in SCH
  - Request should be accompanied by detailed documentation of compelling academic reason for increase.

- CIP Code Change

- Degree Designation

- Program Name

- Program Consolidation

These requests require a letter and supporting documentation from the institution's CAO/Provost, and are subject to staff review and approval.

Requesting Changes to Existing Programs

Forms for the following requests can be found at:
Changes to Existing Programs

- SCH Increase/Decrease
- CIP Change Request
- Degree Title Change
- Program Consolidation

Please Note – all notifications/requests to make a change to an existing program must be submitted through the Submission Portal.

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