

# Changes to Existing Programs



Texas Higher Education  
Coordinating Board

*Universities and Health-Related Institutions*

*Summer Seminar*

*July 18, 2018*

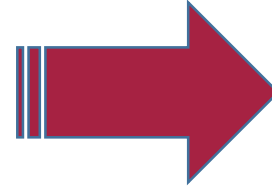
# Requesting Changes to Existing Programs

Common changes requested for existing programs:

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

# Changes Requiring Only Notification

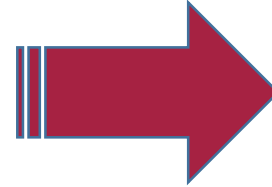
- Reduction in SCH
  - May not decrease below SACSCOC minimum requirements
- Phase Out of Existing Programs
- Administrative Changes
  - (e.g. creation of a new department)



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 include detailed documentation of compelling academic reason for increase.
- CIP Code
- 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.

# Forms for 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.

# Administratively Challenging Requests

- Example 1: 5/17/2018 Changed name; same day, changed name again and with an effective date is PRIOR to the first request
- Example 2: 1/20/2017 College name was changed, requiring phasing out and creating 11 departments, 20 programs, and 23 degrees; then on 5/18/17 two of the 11 departments were changed again, resulting in changes to nine of 20 programs

## Administratively Challenging Requests, part two

- Example 3: 10/6/17 a new program was approved, then on 3/6/18 the program name was changed with a requested implementation date that was immediately prior to new name effective date

# 60x30TX



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