



**DIVISION OF ACADEMIC & HEALTH AFFAIRS**

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*APPLICATION FOR A CERTIFICATE OF AUTHORITY*

*TO OFFER DEGREES IN TEXAS*

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To the Texas Higher Education Coordinating Board  
P. O. Box 12788  
Austin, Texas 78711-2788

Date: [INSERT DATE]

We, the legally constituted officials of [NAME OF APPLICANT] located at [STREET ADDRESS, CITY, STATE, AND ZIP CODE], [TELEPHONE NUMBER], hereby make application to the Texas Higher Education Coordinating Board (THECB) for a Certificate of Authority to grant the following degree(s):

Degree awarded: [DEGREE NAME] *Example: Bachelor of Arts*  
Major or program of study: [MAJOR OR PROGRAM] *Example: English*  
CIP Code: [CIP CODE NUMBER] *Example: 23.0101*

*Repeat above Degree, Major, and CIP Code listings for all applied-for degrees.*

**If the institution does not meet previous operational history conditions, applicant certifies it is not applying for a graduate degree or for more than one area of study as part of its initial application for a Certificate of Authority.**

We certify that the information provided in this application, including the attached appendices, is accurate to the best of our knowledge and belief.

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Signature	Title	Date
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Signature	Title	Date
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*The application should be signed by the chair of the governing board of the applicant, or authorized board member, and the chief executive officer of the applicant.*

**PART ONE: GENERAL INFORMATION**

*A. Purpose and Mission of the Institution*

[Write a complete statement as to the purpose and mission of the institution, including the educational objectives of the institution. Explain how the institution will or does benefit Texas students and how the institution will or has added educational value which was not provided by other institutions.] |

*B. Incorporation Status*

The applicant intends to operate a postsecondary degree-granting institution under the name, [PROPOSED NAME OF INSTITUTION] as a/an [TYPE OF BUSINESS ENTITY, E.G., NON-PROFIT/FOR-PROFIT LIMITED LIABILITY COMPANY, CORPORATION, ETC.]. The postsecondary degree-granting institution is referred to within this application as the "applicant institution."

*If applicable:*

The applicant was incorporated in [STATE] on [DATE OF INCORPORATION] as a/an [TYPE OF BUSINESS ENTITY, E.G., NON-PROFIT/FOR-PROFIT LIMITED LIABILITY COMPANY, CORPORATION, ETC.]. The applicant operates under the name, [NAME OF APPLICANT].

*If incorporated in another state, include that state's incorporation history here, along with incorporation history in Texas.* |

*C. Articles of Incorporation*

The Articles of Incorporation for the applicant are included in Appendix [X]. |

*D. Bylaws or Constitution*

The current applicant bylaws or constitution is included in Appendix [X]. |

*E. Identification of Owners or Sponsors*

The owners or sponsors of the applicant institution are: [NAME, ADDRESS, BUSINESS OR PROFESSIONAL TITLE OF EACH OWNER OR SPONSOR OR REPRESENTATIVE OF THE CONTROLLING ENTITY] |

*F. Single Point of Contact*

The Single Point of Contact for the applicant institution, who is designated and authorized as the person responsible for receiving and conveying information between an applicant and the Board or Board staff is: [NAME, ADDRESS, EMAIL, PHONE NUMBER.]

*G. Operations in Texas*

Operations in Texas were begun on [DATE]. Documents offered as evidence of this date are included in Appendix [C].

*H. Applicant Status*

The applicant meets the following condition [Choose the correct statement]:

\_\_\_ Has been legally operating, enrolling students, and conducting classes in Texas and has complied with state law as either a non-degree-granting institution or an exempt institution only offering degrees in religious disciplines for a minimum of two (2) years.

\_\_\_ Has been legally operating, enrolling students, and conducting classes in Texas and has complied with state law as a degree-granting institution and seeks to open a new campus;

\_\_\_ Has been legally operating as a degree-granting institution in another state for a minimum of four (4) years and can verify compliance with all applicable laws and rules in that state;

\_\_\_ Does not meet one of the three previous operational history conditions, but agrees to additional application and review requirements for its initial application, and agrees to meet additional conditions, restrictions, or reporting requirements during its first two years of operation under a Certificate of Authority. The applicant understands the Certificate of Authority will be issued with written, specific conditions, restrictions, or reporting requirements placed upon the institution.

*If applicable, for renewal of a Certificate of Authority:*

\_\_\_ Has been legally operating, enrolling students, and conducting classes in Texas and has complied with state law as a degree-granting institution under a current Certificate of Authority. The applicant is applying for its [SECOND, THIRD, or FOURTH] Certificate of Authority.

*I. Number of Students*

The current headcount of all students is [NUMBER]. The current full time student equivalent (FTSE) is [NUMBER THROUGH FIRST DECIMAL PLACE].

*J. Accreditation by Non-recognized Accrediting Agencies*

The applicant institution is accredited by the following accrediting agencies which are not recognized by the Texas Higher Education Coordinating Board: [LIST ACCREDITORS or INDICATE "NOT APPLICABLE"].

*If applicable:*

Accrediting agency reports, findings, and the institution's responses to such reports and findings for ten years immediately preceding this application for a Certificate of Authority are attached as Appendix [X].

*K. Application with Board-recognized Accrediting Agencies*

The applicant institution's written accreditation plan is attached as Appendix [X].

The written accreditation plan includes:

1. Identification of the Board-recognized accrediting agency with which the institution intends to apply or has applied for institutional accreditation;
2. The planned timeline for application with and approval by the Board-recognized accrediting agency;
3. Any contacts already made with the Board-recognized accrediting agency, including supporting documents. The supporting documents include, but are not limited to accrediting agency reports or findings and responses from the institution to the reports or findings.
4. Any additional information which the Board has requested to-date regarding the institution's actions taken to obtain Board-recognized accreditation.

PART TWO: STANDARDS FOR OPERATION OF INSTITUTIONS

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***Standard 1. LEGAL COMPLIANCE.***

The institution shall be maintained and operated in compliance with all applicable ordinances and laws, including the rules and regulations adopted to administer those ordinances and laws. Postsecondary educational institutions shall demonstrate compliance with Texas Education Code, Chapter 132 by supplying either a copy of a Certificate of Approval to operate a career school or college or a Letter of Exemption from the Texas Workforce Commission.

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*A. Status with Texas Workforce Commission*

The applicant institution believes it [IS/IS NOT] in compliance with Texas Education Code, Chapter 132. As proof of compliance, a copy of the following document is attached as Appendix [X] (check correct statement):

Certificate of Approval issued by the Texas Workforce Commission; or

Letter of Exemption issued by the Texas Workforce Commission; or

Choice for new institutions with no operational history:

As the applicant institution has not begun any postsecondary education operations, it is unable to apply for either a Certificate of Approval or a Letter of Exemption by the Texas Workforce Commission. The applicant institution acknowledges that if the Texas Higher Education Coordinating Board issues a Certificate of Authority, it will contain a condition requiring the applicant institution to obtain either a Certificate of Approval or a Letter of Exemption from the Texas Workforce Commission prior to enrolling students. |

*B. Compliance with Other Governing Entities or Agencies*

The applicant institution believes it [IS/IS NOT] currently in compliance with all governmental entities.

*Report and explain if the applicant institution, or any facility or item of equipment of applicant, has ever been cited by a government agency for being out of compliance with any law or for being unsafe, inadequate, or inappropriate.*

The applicant institution believes it [IS/IS NOT] currently in compliance with all accrediting agencies under which it is currently approved.

Reference may be made to accreditation documents already attached in Appendices.

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**Standard 2. QUALIFICATION OF INSTITUTIONAL OFFICERS.**

(A) The character, education, and experience in higher education of governing board administrators, supervisors, counselors, agents, representatives, and other institutional officers shall reasonably ensure that the institution can maintain the standards of the Board and progress to accreditation within the time limits set by the Board.

(B) The chief academic officer shall hold an earned advanced degree appropriate for the mission of the institution, preferably, an earned doctorate awarded by an institution accredited by a recognized accrediting agency, and shall demonstrate sound aptitude for and experience with curriculum development and assessment; accreditation standards and processes as well as all relevant state regulations; leadership and development of faculty, including the promotion of scholarship, research, service, academic freedom and responsibility, and tenure (where applicable); and the promotion of student success.

(C) In the case of a renewal of a Certificate of Authority, the institutional officers also shall demonstrate a record of effective leadership in administering the institution.

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*A. Qualifications of Chief Executive Officer*

The chief executive officer of the applicant institution is [NAME].

*List job title if not identified as CEO or if person has additional titles or roles.*

The chief executive officer is qualified for his/her position based on [DESCRIBE EDUCATIONAL ACHIEVEMENT (INCLUDING NAME OF INSTITUTION GRANTING DEGREE, DEGREE AWARDED, AND MAJOR AREA OF STUDY); DESCRIBE EXPERIENCE IN EDUCATIONAL ADMINISTRATION.]

*B. Qualifications of Chief Academic Officer*

The chief academic officer of the applicant institution is [NAME].

*List job title if not identified as CAO or if person has additional titles or roles.*

The chief academic officer is qualified for his/her position based on [DESCRIBE EDUCATIONAL ACHIEVEMENT (INCLUDING NAME OF INSTITUTION GRANTING DEGREE, DEGREE AWARDED, AND MAJOR AREA OF STUDY); DESCRIBE EXPERIENCE IN EDUCATIONAL ADMINISTRATION.]

*C. Qualifications of Other Institutional Officers*

The remaining applicant institutional officers are [LIST THE NAME, TITLE, AND DESCRIPTION OF QUALIFICATIONS TO DO THE TASK ASSIGNED (EITHER EDUCATIONAL ACHIEVEMENT INCLUDING NAME OF INSTITUTION GRANTING DEGREE, DEGREE AWARDED, AND MAJOR AREA OF STUDY OR EXPERIENCE, OR BOTH OF EACH OFFICER.)]

*If applicable:*

Applicant institution does not have operational history. Executed agreements with all of applicant institution's officers are included as Appendix [X]

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***Standard 3. GOVERNANCE.***

The institution shall have a system of governance that facilitates the accomplishment of the institution's mission and purposes, supports institutional effectiveness and integrity, and protects the interests of its constituents, including students, faculty and staff. If the institution has a governing board consisting of at least three (3) members, and that board focuses on the accomplishment of the institution's mission and purposes, supports institutional effectiveness and integrity, and protects the interests of its constituents, this standard will be considered as met. In the absence of such a governing board, the burden to establish appropriate safeguards within its system of governance and to demonstrate their effectiveness falls upon the institution.

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*A. Composition of Governing Board*

The governing board is comprised of the following people: [LIST THE NAME, ADDRESS, BUSINESS OR PROFESSIONAL TITLE, AND RELATIONSHIP TO THE OWNERS OR SPONSORS OF THE APPLICANT, IF ANY, OF EACH GOVERNING BOARD MEMBER. STATE WHICH BOARD MEMBERS, IF ANY, RECEIVE FINANCIAL GAIN FROM THE APPLICANT AND THE NATURE OF THE GAIN.]

*B. Governing Board System of Governance*

The governing board focuses on the accomplishment of the applicant institution's mission and purposes by [*Describe how the board accomplishes the applicant institution's mission and purposes.*]

The governing board supports institutional effectiveness and integrity by [*Describe how the board supports institutional effectiveness and integrity.*]

The governing board protects the interests of its constituents, including students, faculty, and staff, by [*Describe how the board protects the interests of the institution's constituencies of faculty, students, and supporters.*]

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#### ***Standard 4. DISTINCTION OF ROLES.***

The institution shall define the powers, duties and responsibilities of the governing body and the executive officers. There shall be a clear distinction in the roles and personnel of the chief business officer and the chief academic officer.

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##### ***A. Roles and Responsibilities Within the Institution***

The powers, duties, and responsibilities of the governing board are [*List or describe the board's powers, duties, and responsibilities.*]

The powers, duties, and responsibilities of each executive officer is [*List or describe the powers, duties, and responsibilities for each executive officer.*]

The relationships, responsibilities, and chain of command among the governing board, administration, and faculty is [*Describe the relationships, responsibilities, and chain of command among the governing board, administration, and faculty and how the delineated relationships, responsibilities, and chain of command are communicated.*]

*An organizational chart may be helpful in explaining the chain of command and divisions of powers, duties, and responsibilities.*

The roles and personnel for the Chief Business/Executive Officer and the Chief Academic Officer are distinct from each other by: [*Include an explanation of how the roles and personnel for the chief business/executive officer and the chief academic officer positions are distinct. If there is overlap in personnel for any executive officer positions, explain how conflict of interests are prevented.*]

*B. Appointments and Hiring of Personnel*

New governing board members are chosen by [*Include a description of the process for choosing new governing board members, including any qualifications, term lengths, any staggered terms, interviews, who selects new members, etc.*]

The Chief Executive Officer is hired by [*Include a description of the process for HIRING, including any qualifications, interviews, who hires, etc.*] and reports to [*Include name and title of the person to whom the CEO reports.*]

The Chief Academic Officer is hired by [*Include a description of the process for HIRING, including any qualifications, interviews, who hires, etc.*] and reports to [*Include name and title of the person to whom the CAO reports.*]

Faculty are hired by [*Include a description of the process for HIRING, including any qualifications, interviews, who hires, etc.*] and reports to [*Include name and title of the person to whom the faculty reports.*]

Other administrative staff are hired by [*Include a description of the process for HIRING, including any qualifications, interviews, who hires, etc.*] and reports to [*Include name and title of the person to whom the other administrative staff reports.*]

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***Standard 5. FINANCIAL RESOURCES AND STABILITY.***

The institution shall have adequate financial resources and financial stability to provide education of good quality and to be able to fulfill its commitments to students. The institution shall have sufficient reserves, line of credit, or surety instrument so that, together with tuition and fees, it would be able to complete its educational obligations for the current term to currently enrolled students if it were unable to admit any new students.

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*A. Financial Reserve*

The financial reserve of the applicant institution is \$[AMOUNT].

The financial reserve includes \$[AMOUNT] in a THECB-required surety instrument and \$[AMOUNT] held by the applicant institution in the following financial instruments or accounts: [*List any financial accounts or additional surety instruments held by the applicant which may be used as additional financial reserves.*]

The THECB-required financial reserve is in the form of the following surety instrument: [SURETY BOND; ASSIGNMENT OF A SAVINGS OR ESCROW ACCOUNT; CERTIFICATE OF DEPOSIT, IRREVOCABLE LETTER OF CREDIT; PROPERLY EXECUTED PARTICIPATION CONTRACT WITH A PRIVATE ASSOCIATION, PARTNERSHIP, CORPORATION, OR OTHER ENTITY WHOSE MEMBERSHIP IS COMPRISED OF POSTSECONDARY INSTITUTIONS].

Documentation providing details of the surety instrument amount calculation is included in Appendix [X]. The documentation includes an Excel spreadsheet showing calculation of the surety instrument amount and an explanation of the method used for computing the amount of the surety instrument.

The documentation also includes a letter, signed by an authorized representative of the applicant institution, certifying the surety instrument meets the following requirements:

a. The surety instrument is equal to or greater than the cost of providing a refund, including administrative costs associated with processing claims, for the maximum prepaid, unearned tuition and fees of the school for a period or term during the applicable school year for which programs of instruction are offered, including, but not limited to, on a semester, quarter, monthly, or class basis. The period or term of greatest duration and expense was utilized for this computation where a school's year consists of one or more such periods or terms.

b. The surety instrument is conditioned to provide indemnification to any student or enrollee of the school or his/her parent or guardian determined by the Board to have suffered loss of prepaid tuition or any fees as a result of violation of any minimum standard or as a result of a holder of a Certificate of Authority ceasing operation, and provides evidence satisfactory to the Board of its financial ability to provide such indemnification and lists the amount of surety liability the guaranteeing entity will assume; and

c. The surety instrument is held in Travis County, Texas, and conditioned to allow only the Board to withdraw funds for the benefit of persons identified in subparagraph (ii) of this paragraph.

*Both an Excel spreadsheet template for calculation of the surety instrument amount and the letter certifying that the surety instrument meets the above requirements must be included in the Appendix.*

*B. Projected Three-year Budget*

A projected three-year budget for the applicant institution is included in Appendix [X]. The projected budget covers the time period from [DATE OF APPLICATION] to [THREE YEARS FROM APPLICATION.] The projected budget includes all expected income and expenses during the three-year period, and projected student enrollment.

*A detailed budget must be included as an appendix. An explanation of how the budget has been determined, source of funds, and ability to fund and handle expected student enrollment should be included.*

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***Standard 6. FINANCIAL RECORDS.***

Financial records and reports of the institution shall be kept and made separate and distinct from those of any affiliated or sponsoring person or entity. Financial records and reports at a not-for-profit institution shall be kept in accordance with the guidelines of the National Association of College and University Business Officers as set forth in *College and University Business Administration* (Sixth Edition), or such later editions as may be published. An annual independent audit of all fiscal accounts of the educational institution shall be authorized by the governing board and shall be performed by a properly authorized certified public accountant.

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***A. Financial Guidelines Used***

The financial records of the applicant institution [ARE/ARE NOT] kept in accordance with the guidelines in the current edition of ***College and University Business Administration***.

*If not using College and University Business Administration guidelines at a not-for-profit institution, explain why not and if applicable, when the applicant institution will be in compliance. If other guidelines are used, identify the guidelines, such as Generally Accepted Accounting Principles (GAAP), reasons for choosing the guidelines, and evidence of compliance with such guidelines.*

***B. Annual Independent Audit***

The independent audit for the last fiscal year of the applicant institution, performed by a certified public accountant, is included in Appendix [X].

*If applicable, the independent audit should address how financial records and reports for the applicant institution are kept and made separate and distinct from those of any affiliated or sponsoring person or entity. For example, separate records should be maintained between the applicant institution and any owners, governing board members, or other sponsoring entities.*

*If no audited financial statements are available due to lack of operational history, independently audited personal financial records for all owners showing evidence of financial ability to adequately support and conduct all approved programs is requested.*

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***Standard 7. INSTITUTIONAL ASSESSMENT.***

Continual and effective assessment, planning, and evaluation of all aspects of the institution shall be conducted to advance and improve the institution.

These aspects include, but are not limited to, the academic program of teaching, research, and public service; administration; financial planning and control; student services; facilities and equipment, and auxiliary enterprises.

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***A. Institutional Assessment Process and Procedures***

The applicant institution has developed tools for institutional assessment, planning and evaluation. The tools include [*Describe the process and procedures for assessing, planning, and evaluating the effectiveness of the various aspects of the applicant institution, including, but not limited to, the academic program of teaching, research, and public service; administration; financial planning and control; student services; facilities and equipment, and auxiliary enterprises.*]

Copies of all institutional assessment tools are provided in Appendix [X].

*If applicable:*

The applicant institution [OFFERS/WILL OFFER] online learning. The applicant institution agrees to comply with Council of Regional Accrediting Commissions (C-RAC) provisions applicable to all institutions offering distance education as found in THECB Rule 7.14. This application includes information providing evidence of compliance with the following provisions:

- (A) Online learning is appropriate to the institution's mission and purposes;
- (B) The institution's plans for developing, sustaining, and, if appropriate, expanding online learning offerings are integrated into its regular planning and evaluation processes;
- (C) Online learning is incorporated into the institution's systems of governance and academic oversight;
- (D) Curricula for the institution's online learning offerings are coherent, cohesive, and comparable in academic rigor to programs offered in traditional instructional formats;
- (E) The institution evaluates the effectiveness of its online learning offerings, including the extent to which the online learning goals are achieved, and uses the results of its evaluations to enhance the attainment of the goals;
- (F) Faculty responsible for delivering the online learning curricula and evaluating the students' success in achieving the online learning goals are appropriately qualified and effectively supported;
- (G) The institution provides effective student and academic services to support students enrolled in online learning offerings;
- (H) The institution provides sufficient resources to support and, if appropriate, expand its online learning offerings; and
- (I) The institution assures the integrity of its online offerings.

Evidence of compliance with the above distance education provisions is provided in Appendix [X].

*B. Results of Institutional Assessments*

The results of institutional assessments for at least the last two years are provided in Appendix [X]. As a result of these institutional assessments, the institution has made institutional improvements or advancements by [*Describe improvements/advancements made and any results.*]

*-OR-*

The applicant institution has not completed any institutional assessments. It is expected these assessments will be completed by [DATE] and any improvements or advancements implemented by [DATE].

*For applicant institutions with previous operational history, provide results of assessments for at least the last two years. For applicants with no previous operational history, provide a timeline for institutional assessment and when initial assessment results are expected.*

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***Standard 8. PROGRAM EVALUATION.***

- (A) The institution shall establish adequate procedures for planning and evaluation, define in measurable terms its expected educational results, and describe how those results will be achieved.
- (B) For all associate degree programs, the evaluation criteria shall include the following: mission, labor market need, curriculum, enrollment, graduates, student placement, follow-up results, ability to finance each program of study, facilities and equipment, instructional practices, student services, public and private linkages, qualifications of faculty and administrative personnel, and success of its students.
- (C) For applied associate degree programs relating to occupations where state or national licensure is required, graduates must pass the licensing examination at a rate acceptable to the related licensing agency.
- (D) Prior to establishing a new degree program, the institution shall evaluate the need for the proposed program of study through survey, research, or

other means of measure. The capacity and ability of similar programs at public, private or independent institutions of higher education and private postsecondary educational institutions within Texas to meet market needs shall be considered.

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*A. Program Evaluation Process and Procedures*

The applicant institution has developed tools for program evaluation and planning. The tools include [*Describe the process and procedures for evaluation and planning of each program offered or proposed to be offered. include in measurable terms the expected results and how those results are achieved.*]

Copies of all program evaluation tools are provided in Appendix [X].

*B. Results of Program Evaluations*

The results of each program evaluation for at least the last two years are provided in Appendix [X]. As a result of these program evaluations, the applicant institution has made program improvements by [*Describe improvements made and any results.*]

*-OR-*

The applicant institution has not completed any program evaluations. It is expected these evaluations will be completed by [DATE] and any improvements implemented by [DATE].

*For applicant institutions with previous operational history, provide results of program evaluation and planning for at least the last two years. For applicant institutions with no previous operational history, provide a timeline for program evaluation and planning and when initial evaluation results are expected.*

*If applicable, include the below two sections or indicate "Not Applicable":*

*C. Associate Degree Evaluation*

For all associate degrees, evaluation criteria and any results for the following areas are found in Appendix [X] at the following locations:

1. Mission: Page(s) [X];
2. Labor market need: Page(s) [X];
3. Curriculum: Page(s) [X];
4. Enrollment: Page(s) [X];
5. Graduates: Page(s) [X];
6. Student placement and follow-up results: Page(s) [X];
7. Ability to finance each program of study: Page(s) [X];
8. Facilities and equipment: Page(s) [X];

9. Instructional practices: Page(s) [X];
10. Student services: Page(s) [X];
11. Public and private linkages: Page(s) [X];
12. Qualifications of faculty and administrative personnel: Page(s) [X];
13. Success of its students: Page(s) [X].

*D. Applied Associate Degree Licensure*

For each applied associate degree relating to an occupation where state or national licensure is required, the licensing agency has set an acceptable rate. The pass rate for the institution's graduates for at least the past two years is listed.

Applied associate degree program: [NAME OF PROGRAM]

Licensing Agency: [NAME OF LICENSING AGENCY]

Acceptable pass rate: [RATE ACCEPTED FOR LICENSURE]

Institution's pass rate for last two years: [PASS RATE YEAR 1 AND YEAR 2]

*Copy above for each applicable program. If no graduates have taken a licensing exam, indicate "No graduates have not taken licensure exam at the time of application."*

*E. Market Need and Capacity for Program*

The applicant institution has evaluated the need for the proposed program of study at the proposed degree level through [SURVEY, RESEARCH, OR OTHER MEANS OF MEASURE]. The capacity and ability of similar programs at public, private or independent institutions of higher education and private postsecondary educational institutions within Texas to meet market needs have been included in the evaluation. The results of this evaluation are provided in Appendix [X].

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***Standard 9. ADMINISTRATIVE RESOURCES.***

The institution has the administrative capacity to meet the daily needs of the administration, faculty and students, including facilities, laboratories, equipment, technology and learning resources that support the institution's mission and programs.

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*A. Personnel Resources*

The applicant institution is able to meet the daily needs of the administration, faculty, and students by staffing the following administrative positions: [*Describe the personnel resources available to meet the daily needs of the administration, faculty, and students.*]

*B. Physical Resources*

The applicant institution is able to meet the daily needs of the administration, faculty, and students by providing the following physical resources: *[Describe the facilities, laboratories, equipment, technology, and learning resources that support the institution's mission and programs. If the applicant institution has executed contracts for physical resources, provide the contracts as an appendix.]*

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***Standard 10. STUDENT ADMISSION AND REMEDIATION.***

(A) Upon the admission of a student to any undergraduate program, the institution shall document the student's level of preparation to undertake college level work by obtaining proof of the student's high school graduation or General Educational Development (GED) certification. If a GED is presented, to be valid, the score must be at or above the passing level set by the Texas Education Agency. The academic skills of each entering student may be assessed with an instrument of the institution's choice. The institution may provide an effective program of remediation for students diagnosed with deficiencies in their preparation for collegiate study.

(B) Upon the admission of a student to any graduate program, the institution shall document that the student is prepared to undertake graduate-level work by obtaining proof that the student holds a baccalaureate degree from an institution accredited by a recognized accrediting agency, or an institution holding a Certificate of Authority to offer baccalaureate degrees under the provisions of this chapter, or a degree from a foreign institution equivalent to a baccalaureate degree from an accredited institution. The procedures used by the institution for establishing the equivalency of a foreign degree shall be consistent with the guidelines of the National Council on the Evaluation of Foreign Education Credentials or its successor.

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*Include all sections below. If not applicable, please indicate "Not Applicable."*

*A. Undergraduate Proof of Preparation for College Level Work*

The applicant institution documents proof of preparation for college level work by requiring proof of [HIGH SCHOOL DIPLOMA/GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATION]. If a GED is presented, to be valid, the score must be at or above the passing

level set by the Texas Education Agency. The TEA has set the passing level score as [TEA MINIMUM GED SCORE.] The applicant institution's procedures for documenting preparation for college level work are [*Describe the procedures for documenting that the students have graduated from high school or have completed the GED at or above the passing score as determined by the Texas Education Agency.*]

*B. Undergraduate Academic Skills Assessment*

The applicant institution [ASSESSES/DOES NOT ASSESS] the academic skills of each entering student.

The applicant institution uses the [NAME OF TOOL] to assess academic skills. [*Describe the assessment program for determining student preparedness, including assessment instruments used, what constitutes passing these instruments, and when testing is conducted.*]

*C. Undergraduate Remediation Program*

The applicant institution [HAS/DOES NOT HAVE] a remediation program for students diagnosed with deficiencies in their preparation for collegiate study.

The remediation program is [*Describe the program for remediating students who are not prepared to do college level work and the process for assessing the effectiveness of the remediation program.*]

*D. Graduate Proof of Preparation for Graduate Level Work*

The applicant institution documents proof of preparation for graduate level work by obtaining proof that the student holds a baccalaureate degree from an institution accredited by a recognized accrediting agency, or an institution holding a Certificate of Authority to offer baccalaureate degrees under the provisions of this chapter, or a degree from a foreign institution equivalent to a baccalaureate degree from an accredited institution. The applicant institution's procedures for documenting preparation for graduate level work are [*Describe the procedures for documenting that the students hold a baccalaureate degree from an accredited institution, or an institution holding a Certificate of Authority, or a degree from a foreign institution equivalent to a baccalaureate degree from an accredited institution.*]

*E. Foreign Degree Equivalency*

The applicant institution has procedures for establishing the equivalency of a foreign degree is consistent with the guidelines of the National Council on the Evaluation of Foreign Education Credentials or its successor. The applicant institution's procedures for establishing equivalency are [*Describe the procedures for documenting that a foreign degree is equivalent to a baccalaureate degree from an accredited institution in the US.*]

***Standard 11: FACULTY QUALIFICATIONS.***

The character, education, and experience in higher education of the faculty shall be such as may reasonably ensure that the students will receive an education consistent with the objectives of the course or program of study.

(A) Each faculty member, except as provided by subparagraph (E) of this paragraph, teaching in an academic associate, applied associate leading to required state or national licensure, or baccalaureate level degree program shall have at least a master's degree from an institution accredited by a recognized agency with at least eighteen (18) graduate semester credit hours in the discipline, or closely related discipline, being taught.

(B) Each faculty member except, as provided by subparagraph (E) of this paragraph, teaching career and technical courses in an applied associate degree program, or career and technical courses that academic associate or baccalaureate students may choose to take, shall have at least an associate degree in the discipline being taught from an institution accredited by a recognized agency and or at least three (3) years of full-time direct or closely related experience in the discipline being taught.

(C) Each faculty member, except as provided by subparagraph (E) of this paragraph, teaching general education courses in an applied associate degree program shall have at least a master's degree from an institution accredited by a recognized accrediting agency with at least eighteen (18) graduate semester credit hours in the discipline, or closely related discipline, being taught.

(D) Except as provided by subparagraph (E) of this paragraph, graduate-level degree programs shall be taught by faculty holding doctorates, or other degrees generally recognized as the highest attainable in the discipline, or closely related discipline, awarded by institutions accredited by an agency recognized by the Board.

(E) With the approval of a majority of the institution's governing board, an individual with exceptional experience in the field of appointment, which may include direct and relevant work experience, professional licensure and certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements, may serve

as a faculty member without the degree credentials specified in subparagraphs (A) - (D) of this paragraph. Such appointments shall be limited and the justification for each such appointment shall be fully documented. The Board may review the qualifications of the full complement of faculty providing instruction at the institution to verify that such appointments are justified.

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*A. Full-time Faculty Qualifications*

A roster of full-time faculty employed by the applicant institution is provided in Appendix [X].

*A roster form is included at the end of the application template. Separate rosters should be used for full-time faculty; part-time or adjunct faculty; and future faculty. This form is used to determine if the faculty member is qualified to teach in the areas listed.*

*B. Part-time and Adjunct Faculty Qualifications*

A roster of part-time and adjunct faculty employed by the applicant institution is provided in Appendix [X].

*A roster form is included at the end of the application template. Separate rosters should be used for full-time faculty; part-time or adjunct faculty; and future faculty. This form is used to determine if the faculty member is qualified to teach in the areas listed.*

*C. Rationale for Employing any Faculty Member Not Meeting Minimum Educational Requirements*

A majority of the applicant institution's governing board has determined that the following faculty members have exceptional experience in the field of appointment: [LIST FACULTY NAMES].

Appendix [X] contains documentation of all relevant experience which qualifies these faculty members to teach, including direct and relevant work experience, professional licensure and certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements.

*If applicable because applicant institution has no previous operational history and faculty members have not yet begun duties or applicant institution will expand faculty after approval of Certificate of Authority:*

*D. Agreements with Future Faculty Members*

The applicant institution [HAS NO PREVIOUS OPERATIONAL HISTORY AND/OR WILL EXPAND ITS FACULTY UPON CERTIFICATE OF AUTHORITY APPROVAL].

A roster of future faculty to be employed by the applicant institution is provided in Appendix [X].

*A roster form is included at the end of the application template. Separate rosters should be used for full-time faculty; part-time or adjunct faculty; and future faculty. This form is used to determine if the faculty member is qualified to teach in the areas listed.*

Executed agreements with all future faculty members are included as Appendix [X].

*E. Documentation of Faculty Qualifications*

A complete set of transcripts for each identified faculty member, current or future, is included as Appendix [X]. If a degree was obtained from a foreign educational institution, a copy of the foreign credential evaluation is included with the corresponding transcript. If the faculty member is employed due to exceptional experience, documentation of the qualifying experience is included.

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***Standard 12. Faculty Size.***

There shall be a sufficient number of faculty holding full-time teaching appointments that are accessible to the students to ensure continuity and stability of the education program, adequate educational association between students and faculty and among the faculty members, and adequate opportunity for proper preparation for instruction and professional growth by faculty members. At the associate and baccalaureate levels, there shall be at least one (1) full-time faculty member in each program. At the graduate level, there shall be at least two (2) full-time faculty members in each program.

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*A. Full-time Faculty Size*

The applicant institution has assigned the following full-time faculty members in each degree program:

Program Name:

Degree:

Number of full-time faculty members:

Accessibility to students: *[Provide information on accessibility, such as office hours, etc.]*

*Duplicate for each degree program.*

*B. Educational Association*

The applicant institution provides opportunities for educational association between faculty and students and among faculty members through [*Describe opportunities for educational association between faculty and students and among faculty members.*]

*C. Faculty Professional Growth*

The applicant institution provides opportunities and programs to promote professional growth by faculty members by [*Describe opportunities and programs to promote professional growth.*]

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***Standard 13. ACADEMIC FREEDOM & FACULTY SECURITY.***

The institution shall adopt, adhere to, and distribute to all members of the faculty a statement of academic freedom assuring freedom in teaching, research, and publication. All policies and procedures concerning promotion, tenure, and non-renewal or termination of appointments, including for cause, shall be clearly stated and published in a faculty handbook, adhered to by the institution, and supplied to all faculty. The specific terms and conditions of employment of each faculty member shall be clearly described in a written document to be given to that faculty member, with a copy to be retained by the institution.

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*Note: The American Association of University Professors (AAUP) includes its 1940 Statement of Principles on Academic Freedom and Tenure, with 1970 Interpretive Comments, on its website ([Link to AAUP Academic Freedom Statement](#)). Applicant Institution should review this statement prior to developing its academic freedom policy.*

*A. Academic Freedom*

The applicant institution's policy on academic freedom is as follows: [LIST POLICY].

The academic freedom policy is available to faculty members through [*Describe all methods of distributing the policy to faculty*].

*B. Faculty Handbook*

The faculty handbook is included in Appendix [X].

The faculty handbook is available to faculty members through [*Describe all methods of distributing the faculty handbook*]. Policies and procedures required by this standard are found here:

Promotion: [PAGE OR LOCATION IN HANDBOOK]

Tenure: [PAGE OR LOCATION IN HANDBOOK]

Non-renewal or termination of appointments, including for cause: [PAGE OR LOCATION IN HANDBOOK]

*C. Specific Terms and Conditions of Employment*

The applicant institution documents the specific terms and conditions of employment of each faculty member in a written document by [*Describe the method of documenting the terms and conditions. For example, individual contracts, in the faculty handbook, etc.*]. A copy of the written document is retained by the institution in [*Describe where written document is retained by applicant institution*].

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***Standard 14. CURRICULUM.***

(A) The quality, content, and sequence of each course, curriculum, or program of instruction, training, or study shall be appropriate to the purpose of the institution and shall be such that the institution may reasonably and adequately achieve the stated objectives of the course or program. Each program shall adequately cover the breadth of knowledge of the discipline taught and coursework must build on the knowledge of previous courses to increase the rigor of instruction and the learning of students in the discipline.

A majority of the courses in the areas of specialization required for each degree program shall be offered in organized classes by the institution. An institution may offer for-credit coursework that does not directly relate to approved programs, provided that it does not exceed twenty-five (25) percent of all courses.

(B) Academic associate degrees must consist of at least sixty (60) semester credit hours and not more than sixty-six (66) semester credit hours or ninety (90) quarter credit hours and not more than ninety-nine (99) quarter credit hours. Applied associate degrees must consist of at least sixty (60) semester credit hours and not more than seventy-two (72) semester credit hours or ninety (90) quarter credit hours and not more than one hundred eight (108)

quarter hours. A baccalaureate degree must consist of at least one hundred twenty (120) semester credit hours or one hundred eighty (180) quarter credit hours. A master's degree must consist of at least thirty (30) semester credit hours and not more than thirty-six (36) semester credit hours or forty-five (45) quarter credit hours and not more than fifty-four (54) quarter credit hours of graduate level work past the baccalaureate degree.

(C) Courses designed to correct deficiencies, remedial courses for associate and baccalaureate programs, and leveling courses for graduate programs, shall not count toward requirements for completion of the degree.

(D) The degree level, degree designation, and the designation of the major course of study shall be appropriate to the curriculum offered and shall be accurately listed on the student's diploma and transcript.

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#### A. Degree Plans

The degree plan and course sequence for each proposed degree are listed below. Course descriptions and syllabi for each course are included as Appendix [X].

*[Include a full description of each degree, the sequence of courses, including the credits for each course, and the total credits in the degree plan.]*

*The Appendix should include, at a minimum, the course syllabi, including course name, credits, and learning objectives of each course in the degree plan, including elective courses or courses in identified tracks or concentrations. Identify which courses, if any, are offered by any method other than organized classes. The Appendix may include a course catalog, but additional documentation may be needed if the course catalog does not contain all requested information.*

#### B. Allowable Semester Credit Hours

The applicant institution affirms its degree programs contain credit hours allowed under this Standard.

##### *As applicable:*

The applicant institution's academic associate degrees are [AT LEAST SIXTY (60) SEMESTER CREDIT HOURS AND NOT MORE THAN SIXTY-SIX (66) SEMESTER CREDIT HOURS OR NINETY (90) QUARTER CREDIT HOURS AND NOT MORE THAN NINETY-NINE (99) QUARTER CREDIT HOURS].

The applicant institution's applied associate degrees are [AT LEAST SIXTY (60) SEMESTER CREDIT HOURS AND NOT MORE THAN SEVENTY-TWO (72) SEMESTER CREDIT HOURS OR

NINETY (90) QUARTER CREDIT HOURS AND NOT MORE THAN ONE HUNDRED EIGHT (108) QUARTER HOURS].

The applicant institution's baccalaureate degrees are [AT LEAST ONE HUNDRED TWENTY (120) SEMESTER CREDIT HOURS OR ONE HUNDRED EIGHTY (180) QUARTER CREDIT HOURS].

The applicant institution's master's degrees are [AT LEAST THIRTY (30) SEMESTER CREDIT HOURS AND NOT MORE THAN THIRTY-SIX (36) SEMESTER CREDIT HOURS OR FORTY-FIVE (45) QUARTER CREDIT HOURS AND NOT MORE THAN FIFTY-FOUR (54) QUARTER CREDIT HOURS OF GRADUATE LEVEL WORK PAST THE BACCALAUREATE DEGREE].

*C. Courses for Deficiencies, Remediation or Leveling*

*If the applicant institution does not offer such courses, please indicate "Not Applicable."*

The applicant institution provides the following courses designed to correct deficiencies, as remedial courses for associate and baccalaureate programs, and as leveling courses for graduate programs:

[LIST COURSES, REASON FOR COURSE, AND APPLICABLE DEGREE-LEVEL]

The applicant institution affirms, as shown in degree plans, these courses do not count toward requirements for completion of the degree.

*D. Diplomas and Transcripts*

Sample diplomas and transcripts evidencing the degree level, degree designation and major course of study are included in Appendix [X].

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***Standard 15. GENERAL EDUCATION.***

(A) Each academic associate degree program shall contain a general education component consisting of at least twenty (20) semester credit hours or thirty (30) quarter credit hours. Each applied associate degree program shall contain a general education component of at least fifteen (15) semester credit hours or twenty-three (23) quarter credit hours. Each baccalaureate degree program shall contain a general education component consisting of at least twenty-five (25) percent of the total hours required for graduation from the program.

(B) This component shall be drawn from each of the following areas: Humanities and Fine Arts, Social and Behavioral Sciences, and Natural

Sciences and Mathematics. It shall include courses to develop skills in written and oral communication and basic computer instruction.

(C) The applicant institution may arrange to have all or part of the general education component taught by another institution, provided that:

(i) the applicant institution's faculty shall design the general education requirement;

(ii) there shall be a written agreement between the institutions specifying the applicant institution's general education requirements and the manner in which they will be met by the providing institution; and

(iii) the providing institution shall be accredited by a Board-recognized accrediting agency or hold a Certificate of Authority.

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*A. General Education Semester Credit Hours*

The applicant institution affirms its degree programs contain general education semester credit hours required under this Standard.

*As applicable:*

The applicant institution's academic associate degrees have [AT LEAST TWENTY (20) SEMESTER CREDIT HOURS OR THIRTY (30) QUARTER CREDIT HOURS] of general education courses.

The applicant institution's applied associate degrees have [AT LEAST FIFTEEN (15) SEMESTER CREDIT HOURS OR TWENTY-THREE (23) QUARTER CREDIT HOURS] of general education courses.

The applicant institution's baccalaureate degrees have [AT LEAST TWENTY-FIVE (25) PERCENT OF THE TOTAL HOURS REQUIRED FOR GRADUATION FROM THE PROGRAM] of general education courses.

*B. General Education Subject Areas*

For each degree, the general education courses are drawn from each of the following areas:

Humanities and Fine Arts: [LIST COURSE NAME(S) AND SEMESTER CREDIT HOURS].

Social and Behavioral Sciences: [LIST COURSE NAME(S) AND SEMESTER CREDIT HOURS].

Natural Sciences and Mathematics: [LIST COURSE NAME(S) AND SEMESTER CREDIT HOURS].

*Repeat for each degree program.*

Of the above courses, the following courses also

Develop skills in written communication: [LIST COURSE NAMES(S)]

Develop skills in oral communication: [LIST COURSE NAME(S)]

Develop basic computer instruction: [LIST COURSE NAME(S)].

*C. Agreement with Another Institution to Provide General Education*

The applicant institution [HAS/HAS NOT] arranged to have all or part of the general education component of its degrees taught by another institution.

*If applicable:*

The applicant institution's faculty [HAS/HAS NOT] designed the general education requirement. There [IS/IS NOT] a written agreement between the institutions specifying the applicant institution's general education requirements and the manner in which they will be met by the providing institution. The providing institution [IS/IS NOT] accredited by a Board-recognized accrediting agency or holds a Certificate of Authority.

The written agreement between [NAME OF APPLICANT INSTITUTION] and [NAME OF PROVIDING INSTITUTION] to provide the general education component is included in Appendix [X].

The percentage of general education coursework offered under this agreement is [NUMBER]% of the total Semester Credit Hours. [NAME OF PROVIDING INSTITUTION] is accredited by the [NAME OF RECOGNIZED ACCREDITING ASSOCIATION].

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***Standard 16.CREDIT FOR WORK COMPLETED OUTSIDE A COLLEGIATE SETTING.***

(A) An institution awarding collegiate credit for work completed outside a collegiate setting (outside a degree-granting institution accredited by a recognized agency) shall establish and adhere to a systematic method for evaluating that work, shall award credit only in course content which falls within the authorized degree programs of the institution or, if by evaluative examination, falls within the standards for awarding credit by exam used by

public universities in Texas, in an appropriate manner shall relate the credit to the student's current educational goals, and shall subject the institution's process and procedures for evaluating work completed outside a collegiate setting to ongoing review and evaluation by the institution's teaching faculty. To these ends, recognized evaluative examinations such as the Advanced Placement program (AP) or the College Level Examination Program (CLEP) may be used.

(B) No more than one half of the credit applied toward a student's associate or baccalaureate degree program may be based on work completed outside a collegiate setting. Those credits must be validated in the manner set forth in subparagraph (A) of this paragraph. No more than fifteen (15) semester credit hours or twenty-three (23) quarter credit hours of that credit may be awarded by means other than recognized evaluative examinations. No graduate credit for work completed outside a collegiate setting may be awarded. In no instance may credit be awarded for life experience per se or merely for years of service in a position or job.

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*A. Method for Evaluation of Work Completed Outside a Collegiate Setting*

The applicant institution [AWARDS/DOES NOT AWARD] collegiate credit for work completed outside a collegiate setting, including work outside a degree-granting institution accredited by a recognized agency.

*If applicable:*

The applicant institution uses the following recognized evaluative examinations: [Advanced Placement program (AP), College Level Examination Program (CLEP), IDENTIFY OTHER EXAMS].

*If applicable:*

The applicant institution has established and adheres to the following systematic method for evaluating work completed outside a collegiate setting: [*Describe system for evaluating work*].

Institutional policies which address the following requirements are included in Attachment [X]: Award credit only in course content which falls within the authorized degree programs of the institution; if by evaluative examination, falls within the standards for awarding credit by exam used by public universities in Texas; in an appropriate manner, relates the credit to the student's current educational goals; and subjects the institution's process and procedures for evaluating work completed outside a collegiate setting to ongoing review and evaluation by the institution's teaching faculty.

*B. Amount of Credit Hours Awarded for Work Completed Outside a Collegiate Setting*

*If credit is not awarded for work completed outside a collegiate setting, please indicate "Not Applicable."*

*If applicable:*

The applicant institution awards no more than [NUMBER OF SEMESTER/QUARTER CREDIT HOURS] toward a student's associate degree program based on work completed outside a collegiate setting.

*If applicable:*

The applicant institution awards no more than [NUMBER OF SEMESTER/QUARTER CREDIT HOURS] toward a student's baccalaureate degree program based on work completed outside a collegiate setting.

An example of how those credits are validated is included in Appendix [X].

Institutional policies which address the following requirements are included in Attachment [X]: No more than fifteen (15) semester credit hours or twenty-three (23) quarter credit hours of that credit may be awarded by means other than recognized evaluative examinations; no graduate credit for work completed outside a collegiate setting may be awarded; in no instance may credit be awarded for life experience per se or merely for years of service in a position or job.

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***Standard 17. LEARNING RESOURCES.***

The institution shall maintain and ensure that students have access to learning resources with a collection of books, educational material and publications, on-line materials and other resources and with staff, services, equipment, and facilities that are adequate and appropriate for the purposes and enrollment of the institution. Learning resources shall be current, well distributed among fields in which the institution offers instructions, cataloged, logically organized, and readily located. The institution shall maintain a continuous plan for learning resources development and support, including objectives and selections of materials. Current and formal written agreements with other institutions or with other entities may be used. Institutions offering graduate work shall provide access to learning resources that include basic reference and bibliographic works and major journals in each discipline in which the graduate program is offered. Applied associate degree programs shall provide adequate and appropriate resources for completion of course work.

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*A. Access to Adequate and Appropriate Learning Resources*

Students have access to the following learning resources:

Collection of books: [*Describe learning resources, including number and topic areas*].

Educational material and publications: [*Describe learning resources, including number and topic areas*].

Online materials and other resources: [*Describe learning resources, including number and topic areas*].

Staff: [*Describe staff positions, including qualifications, duties, and availability to students*].

Services: [*Describe services available to students, such as tutoring, study aids, library tours, etc.*]

Equipment, and facilities: [*Describe equipment and facilities available to students*].

*B. Continuous Plan for Learning Resources Development and Support*

The applicant institution's plan for learning resources development and support, including objectives and selections of materials is included in Attachment [X].

*If applicable:*

Current and formal written agreements with [NAME OF OTHER INSTITUTION OR ENTITY] for use of learning resources are included as Appendix [X]. [NAME OF OTHER INSTITUTION OR ENTITY] is located [DISTANCE] from the applicant institution's campus.

The applicant institution's faculty [HAS/HAS NOT] evaluated [ABOVE-NAMED INSTITUTION OR ENTITY] library and other learning resources. The result of this evaluation is included in Appendix [X].

A record of students' usage of [NAME OF OTHER INSTITUTION OR ENTITY]'s learning resources is included in Appendix [X].

*C. Required Learning Resources for Degrees*

*If graduate or applied associate degrees are not offered, please indicate "Not Applicable."*

*If applicable:*

The applicant institution offers graduate degrees. The applicant institution [PROVIDES/DOES NOT PROVIDE] access to learning resources that include basic reference and bibliographic works and major journals in each discipline in which the graduate program is offered. Learning resources specifically provided for graduate degrees are noted in Appendix [X].

*If applicable:*

The applicant institution offers applied associate degree programs. The applicant institution [PROVIDES/DOES NOT PROVIDE] adequate and appropriate resources for completion of applied associate degree course work. Learning resources specifically provided for applied associate degrees are noted in Appendix [X].

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***Standard 18. FACILITIES.***

The institution shall have adequate space, equipment, and instructional materials to provide education of good quality. Student housing owned, maintained, or approved by the institution, if any, shall be appropriate, safe, adequate, and in compliance with applicable state and local requirements.

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***A. Buildings***

The applicant institution's physical location includes [*Describe the facilities (excluding dormitories or other student housing). Include the number of buildings, total square footage of each, number and type of classrooms and square footage of each, and number of offices and other space and square footage of each. Include information on any internship or other field-based learning sites utilized by the applicant institution.*]

***B. Equipment***

The applicant institution has equipment which is used for educational purposes. The equipment includes [*Describe the equipment, how it is used for educational purposes and for which programs it is used. If online or distance education is provided, include software, platforms, and other resources used in the provision of education via online or other distance education.*]

***C. Instructional Materials***

The applicant institution provides instructional materials to faculty and students. The instructional materials include [*Provide a summary of instructional materials.*] A list of instructional materials by program is included in Appendix [X].

*D. Student Housing*

The applicant institution [PROVIDES/DOES NOT PROVIDE] student housing.

*If applicable:*

The applicant institution's student housing includes [*Describe the student housing owned, maintained, or approved by the applicant institution. Include the total number of buildings, the total square footage, capacity, and actual occupancy of each building; number of rooms, including their capacity and square footage, and any auxiliary rooms and their square footage.*]

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***Standard 19. ACADEMIC RECORDS.***

Adequate records of each student's academic performance shall be securely and permanently maintained by the institution.

(A) The records for each student shall contain:

- (i) student contact and identification information, including address and telephone number;
- (ii) records of admission documents, such as high school diploma or GED (if undergraduate) or undergraduate degree (if graduate);
- (iii) records of all courses attempted, including grade; completion status of the student, including the diploma, degree or award conferred to the student, designation of the major course of study; and
- (iv) any other information typically contained in academic records.

(B) Two copies of said records shall be maintained in separate secure places. Records of students who are no longer enrolled at the institution for any reason, including graduation, must be maintained in accordance with §7.15 of this chapter (relating to Academic Records Maintenance, Protection, and Repository of Last Resort).

(C) Students in good standing will be provided transcripts upon request, subject to the institution's obligation, if any, to cooperate with the rules and regulations governing state and federally guaranteed student loans.

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A. *Maintenance and Security of Student Academic Records*

The applicant institution ensures student academic records are securely maintained by [Describe any policies and procedures used to secure and maintain academic records, including any policy on length of time records are maintained.]

The applicant institution [MAINTAINS/DOES NOT MAINTAIN] copies of student academic records in separate secure places. The records are maintained in the following locations and formats: [Describe the locations of records and formats in each location, e.g., digital or hardcopy.]

B. *Contents of and Access to Student Academic Records*

The applicant institution's policies and procedures for requesting transcripts are [Describe any policies and procedures for requesting and obtaining student transcripts, including limitations on copies, fees, access after graduation, and any outside entities which are contracted to provide such records.]

A sample, anonymized copy of a student record, including an academic transcript, is included in Appendix [X].

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***Standard 20. ACCURATE AND FAIR REPRESENTATION IN PUBLICATIONS, ADVERTISING, AND PROMOTION.***

(A) Neither the institution nor its agents or other representatives shall engage in advertising, recruiting, sales, collection, financial credit, or other practices of any type which are false, deceptive, misleading, or unfair. Likewise, all publications, by any medium, shall accurately and fairly represent the institution, its programs, available resources, tuition and fees, and requirements.

(B) The institution shall provide students, prospective students prior to enrollment, and other interested persons with a printed or electronically published catalog. Institutions relying on electronic catalogs must ensure the availability of archived editions in order to serve the needs of alumni and

returning students. The catalog must contain, at minimum, the following information:

- (i) the institution's mission;
- (ii) a statement of admissions policies;
- (iii) information describing the purpose, length, and objectives of the program or programs offered by the institution;
- (iv) the schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study;
- (v) cancellation and refund policies;
- (vi) a definition of the unit of credit as it applies at the institution;
- (vii) an explanation of satisfactory progress as it applies at the institution, including an explanation of the grading or marking system;
- (viii) the institution's calendar, including the beginning and ending dates for each instructional term, holidays, and registration dates;
- (ix) a complete listing of each regularly employed faculty member showing name, area of assignment, rank, and each earned degree held, including degree level, degree designation, and institution that awarded the degree;
- (x) a complete listing of each administrator showing name, title, area of assignment, and each earned degree held, including degree level, degree designation, and institution that awarded the degree;
- (xi) a statement of legal control with the names of the trustees, directors, and officers of the corporation;
- (xii) a complete listing of all scholarships offered, if any;
- (xiii) a statement describing the nature and extent of available student services;

(xiv) complete and clearly stated information about the transferability of credit to other postsecondary institutions including two-year and four-year colleges and universities;

(xv) any such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein; and

(xvi) any disclosures specified by the Board or defined in Board rules.

(C) The institution shall adopt, publish, and adhere to a fair and equitable cancellation and refund policy.

(D) The institution shall provide to each prospective student, newly-enrolled student, and returning student, complete and clearly presented information indicating the institution's current graduation rate by program and, if required by the Board, job placement rate by program for applied associate degree programs.

(E) Any special requirements or limitations of program offerings for the students at the Texas location must be made explicit in writing. This may be accomplished by either a separate section in the catalog or a brochure separate from the catalog. However, if a brochure is produced, the student must also be given the regular catalog.

(F) Upon satisfactory completion of the program of study, the student in good standing shall be given appropriate educational credentials indicating the degree level, degree designation, and the designation of the major course of study, and a transcript accurately listing the information typically found on such a document, subject to the institution's obligation, if any, to enforce with the rules and regulations governing state, and federally guaranteed student loans by temporarily withholding such credentials.

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*A. Advertising and Promotion*

The applicant institution's policy or procedures regarding advertising and promotion are [*Describe the advertising and promotion policies.*] The applicant institution ensures institutional personnel, including agents or other representatives which engage in advertising, recruiting, admissions, sales, collection, or arranging financial credit, do not engage in advertising or promotion of the institution which is false, deceptive, misleading, or unfair by [*Describe policies,*

*procedures, oversight, or training which ensures the institution is maintaining control of the truthfulness of all advertising or promotion. Report and explain if your institution, or any officer of your institution, has ever been cited by a government agency for false, deceptive, misleading, or unfair practices of any type. If so, describe the status of that citation and what actions the institution took to remedy the practice.]*

The applicant institution recruits students through [*Describe recruiting process, e.g., via telephone, in-person, internet, mailers, etc.*] A copy of all materials used to recruit students within the last twelve months and/or planned to be used to recruit students within the next twelve months is included in Appendix [X].

## B. *Student Catalog*

The applicant institution's student catalog is included in Appendix [X]. The applicant institution [DOES/DOES NOT] provide the catalog to students and prospective students prior to enrollment. Student catalogs may be obtained by [*Describe ways in which a person might obtain a student catalog, e.g., request to admissions personnel or registrar, download or viewing online, etc.*]. The institution maintains prior student catalogs dated [DATES OF CATALOGS]. Hardcopies of student catalogs may be accessed [*Describe how to access hardcopies*]. Digital copies of student catalogs may be accessed [*Describe how to access digital copies.*]

Information required by the Standard to be included in the student catalog is located at the following pages [Refer to student catalog included in Appendix [X]:

- (i) the institution's mission: [PAGE(S)]
- (ii) a statement of admissions policies: [PAGE(S)]
- (iii) information describing the purpose, length, and objectives of the program or programs offered by the institution: [PAGE(S)]
- (iv) the schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study: [PAGE(S)]
- (v) cancellation and refund policies: [PAGE(S)]
- (vi) a definition of the unit of credit as it applies at the institution: [PAGE(S)]
- (vii) an explanation of satisfactory progress as it applies at the institution, including an explanation of the grading or marking system: [PAGE(S)]
- (viii) the institution's calendar, including the beginning and ending dates for each instructional term, holidays, and registration dates: [PAGE(S)]
- (ix) a complete listing of each regularly employed faculty member showing name, area of assignment, rank, and each earned degree held, including degree level, degree designation, and institution that awarded the degree: [PAGE(S)]
- (x) a complete listing of each administrator showing name, title, area of assignment, and each earned degree held, including degree level, degree designation, and institution that awarded the degree: [PAGE(S)]
- (xi) a statement of legal control with the names of the trustees, directors, and officers of the corporation: [PAGE(S)]
- (xii) a complete listing of all scholarships offered, if any: [PAGE(S)]
- (xiii) a statement describing the nature and extent of available student services: [PAGE(S)]
- (xiv) complete and clearly stated information about the transferability of credit to other postsecondary institutions including two-year and four-year colleges and universities: [PAGE(S)]

(xv) any such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein:

[PAGE(S)]

(xvi) any disclosures specified by the Board or defined in Board rules: [PAGE(S) OR NOT APPLICABLE - *This is applicable only for applications for renewal of a Certificate of Authority.*]

*C. Cancellation and Refund Policy*

In addition to inclusion of the cancellation and refund policy in the student handbook, the applicant institution also provides the policy under the following circumstances: [*Describe to whom the policy is given and under what circumstances.*]

*D. Current Graduation Rate and Job Placement*

The applicant institution's current graduation rate by program is [*Include graduation rates for each program. Indicate if the program is new and/or has no graduates.*]

The applicant institution provides program graduation rates to [*List persons who receive or can access graduation rates*] through [*Describe means by which persons can access graduation rates*].

*If applicable:*

The applicant institution's current job placement rate by applied associate degree program is [*Include job placement rates for each applied associate degree program. Indicate if the program is new and/or has no job placements.*]

The applicant institution provides applied associate degree program job placement rates to [*List persons who receive or can access job placement rates*] through [*Describe means by which persons can access job placement rates*].

*E. Special Requirements or Limitations on Programs in Texas*

The applicant institution [HAS/DOES NOT HAVE] special requirements or limitations for at least one of its degree programs offered in Texas.

*If applicable: Duplicate the following paragraph for each applicable program:*

The applicant institution has the following special requirements or limitations for its [IDENTIFY PROGRAM]: [*Describe special requirements or limitations.*] The applicant institution provides written documentation of these special requirements or limitations to [*List persons who receive written documentation of special requirements or limitations*] through [*Describe the written documentation of special requirements or limitations*].

*F. Documentation of Academic Credentials*

The diploma, or draft of a proposed diploma, which is given to a student upon completion of a degree program is included in Appendix [X]. The diploma indicates [LIST ALL APPLICABLE INFORMATION CONTAINED ON THE INSTITUTION'S DEGREE, INCLUDING THE DEGREE LEVEL, DEGREE DESIGNATION, AND THE DESIGNATION OF THE MAJOR COURSE OF STUDY.]

A student's final transcript [DOES/DOES NOT] include designation of the degree level, degree designation and major course of study. The applicant institution [HAS/DOES NOT HAVE] a policy which allows it to withhold transcripts. [*If the institution has a policy on withholding transcripts, include the policy.*]

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***Standard 21. ACADEMIC ADVISING & COUNSELING.***

The institution shall provide an effective program of academic advising for all students enrolled. The program shall include orientation to the academic program, academic counseling, career information and planning, placement assistance, and testing services.

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*A. Academic Advising and Counseling for Prospective Students*

The applicant institution provides academic advising and counseling to prospective students by [*Describe all academic advising and counseling services provided to prospective students. Include a description of what is provided in the areas of orientation, academic counseling, personal counseling, career planning, placement assistance, and testing services.*]

*B. Academic Advising and Counseling for Current Students*

The applicant institution provides academic advising and counseling to current students by [*Describe all academic advising and counseling services provided to current students. Include a description of what is provided in the areas of orientation, academic counseling, personal counseling, career planning, placement assistance, and testing services.*]

*C. Services for Graduates*

The applicant institution provides continued services to graduates by [*Describe all services provided to graduates. Include a description of what is provided in the areas of continued academic counseling, personal counseling, career planning, placement assistance, and testing services.*]

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***Standard 22. STUDENT RIGHTS AND RESPONSIBILITIES***

The institution shall establish and adhere to a clear and fair policy regarding due process in disciplinary matters; outline the established grievance process of the institution, which shall indicate that students should follow this process and may contact the Board using the student complaint procedures established by Board rules Chapter 1, Subchapter H, §§1.110 - 1.120 of this title (relating to Student Complaint Procedure) and/or the Texas Attorney General to file a complaint about the institution if all other avenues have been exhausted, and publish these policies in a handbook, which shall include other rights and responsibilities of the students. This handbook shall be supplied in print or electronically to each student upon enrollment in the institution.

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*A. Student Handbook*

The applicant institution [HAS/DOES NOT HAVE] a student handbook. [*If no student handbook is provided, please describe how students are informed of their rights and responsibilities.*]

*If applicable:*

The student handbook is included in Appendix [X]. The student handbook is available in [HARD COPY OR DIGITAL FORM.] |

*B. Student Discipline Policy*

The applicant institution's student discipline policy is [*Include the student discipline policy.*]. Students are notified of the policy by [*Describe how students are informed of the policy.*]. Students [ARE/ARE NOT] required to acknowledge the student discipline policy. A sample acknowledgement is included in Appendix [X]. |

*C. Student Grievance Policy*

The applicant institution's student grievance policy is [*Include the student grievance policy. Describe how the policy meets the Standard requirement regarding information on THECB student complaint procedures.*]. Students are notified of the policy by [*Describe how students are informed of the policy.*]. Students [ARE/ARE NOT] required to acknowledge the student grievance policy. A sample acknowledgement is included in Appendix [X]. |

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**Standard 23. HEALTH AND SAFETY.**

The institution shall provide an effective program of health and safety education reflecting the needs of the students. The program shall include information on emergency and safety procedures at the institution, including appropriate responses to illness, accident, fire, and crime.

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*A. Health Programs*

The applicant institution [PROVIDES/DOES NOT PROVIDE] health services to students. [Describe the program of health services and education provided to students. Include an explanation of the factors, such as the composition of the student body, which demonstrates the program is appropriate and effective.] |

*B. Emergency and Safety Procedures*

The applicant institution has implemented the following emergency and safety policies and procedures: [Describe the emergency and safety policies and procedures. Include responses to illness, accident, fire, and crime.] |

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**Standard 24. LEARNING OUTCOMES**

(a) An institution must have an objective system of assessing learning outcomes in place for each part of the curriculum and the institution can demonstrate that appropriate learning outcomes are being achieved.

(b) An institution may deviate, for a compelling academic reason, from Standard (12) relating to Faculty Size and Standard (16) relating to Credit for Work Completed Outside a Collegiate Setting, as long as academic objectives are fully met.

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*A. Learning Outcomes*

The applicant institution's objective system of assessing learning outcomes for each part of the curriculum in each program is included in Appendix [X]. Evidence that appropriate learning outcomes are being achieved is also included in Appendix [X].

*If applicable:*

The applicant institution has not yet [DEVELOPED/BEGUN] an objective system of assessing learning outcomes because [*Describe reasons for not assessing learning outcomes.*] The applicant institution has taken the following steps to achieve its assessment of learning outcomes: [*Describe steps taken to develop/start assessing learning outcomes.*] The applicant institution will have an objective system in place by [DATE], with results of learning outcomes achievement expected by [DATE].

*B. Compelling Academic Reasons for Deviation from Standards 12 and 16*

The applicant institution [DEVIATES/DOES NOT DEVIATE] from Standards 12 and/or 16.

*If applicable:*

The applicant institution has deviated from Standard 12 regarding faculty size due to [*Describe compelling academic reason*]. Academic objectives continue to be fully met through [*Describe how academic objectives are fully met despite deviation.*]

The applicant institution has deviated from Standard 16 regarding credit for work completed outside a collegiate setting due to [*Describe compelling academic reason*]. Academic objectives continue to be fully met through [*Describe how academic objectives are fully met despite deviation.*]

TABLE OF APPENDICES	
Appendix A	[Description of document]
Appendix B	[Description of document]
Appendix C	[Description of document]
<i>[Add appendices as necessary]</i>	<i>[Appended documents should follow this page – tabbed, labeled, or bookmarked appropriately.]</i>

Appendix [X]

Use this form to complete separate rosters for:

- Full-time faculty;
- Part-time and adjunct faculty; and
- Future faculty

**Faculty Roster Form**

Qualifications of [Full-Time or Part-Time/Adjunct or Future] Faculty

<i>NAME</i>	<i>COURSES TAUGHT Including, as applicable, Term; Course Number &amp; Title; Credit Hours; Level Designation*</i>	<i>ACADEMIC DEGREES &amp; COURSEWORK Relevant to Courses Taught, Including Institution &amp; Major List specific graduate coursework, if needed</i>	<i>OTHER QUALIFICATIONS &amp; COMMENTS Related to Courses Taught**</i>
<i>Example: Joanne Doe</i>	<i>Fall semester: GOV 1305 American National Government: 3.0 credits; (A)  Spring semester: GOV 5340 Campaigns and Elections: 2.0 Credits; (D)</i>	<i>PhD. Political Science, Rice University</i>	<i>Taught similar classes in Government and Political Science at Harvard University 2000-2010</i>

*CERTIFICATE OF AUTHORITY APPLICATION*

\*Level Designation Key [Indicate all categories that apply to a course]:

(A) : Course is part of an academic associate, applied associate leading to required state or national licensure, or baccalaureate level degree program.

(B) : Course is a career and technical course in an applied associate degree program, or career and technical courses that academic associate or baccalaureate students may choose to take.

(C) : Course is a general education courses in an applied associate degree program.

(D) : Course is part of a graduate-level degree program.

\*\* (E): Indicate if applicant institution is claiming qualification through exceptional experience.

Appendix [X]

***[Use this cover sheet as needed as the Title Page for additional appended info and save to complete application in alpha order]***