

## Guidelines to request a statement from the Texas Higher Education Coordinating Board (THECB) regarding use of a protected term

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THECB Rule 7.5 (19 Tex. Admin. Code § 7.5) and Texas Education Code § 61.316(c) set forth acceptable use of a protected term. Protected terms include use of "college," "university," "school of medicine," "medical school," "health science center," "school of law," "law school," or "law center" in the name of a corporation, association, or partnership. To register or use the protected term, you must have **either** degree-granting authority **or** a letter from The Texas Higher Education Coordinating Board providing a statement on your entity's use of the term.

### **To obtain a letter, please submit the following information in a letter or email:**

- 1) Name of the Corporation, Association, or Partnership as submitted to the Texas Secretary of State.
- 2) Briefly state the business of the Corporation, Association, or Partnership. One or two sentences should be sufficient; do not cut and paste boilerplate language from the incorporation papers.
- 3) Include the following disclaimer, providing it is true: "The Corporation is not now nor will be a private institution of higher education or an educational or training establishment."

**Note:** If your school, corporation, association, or partnership is a private institution of higher education or an educational or training establishment, you can use the protected terms only if you have degree-granting authority from The Texas Higher Education Coordinating Board

The letter or email may be sent by the entity requesting the authorization or an agent representing the entity (attorney or other person authorized to represent the requesting entity). The request must contain the address and telephone number (corporate letterhead is acceptable) of the entity or person requesting the authorization. Please provide an email address with your request as THECB's response will be sent via email.

Please e-mail this information to:

Cathie Maeyaert, JD  
Director of Private Postsecondary Institutions  
Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, TX 78711  
512-427-6527  
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