

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
REQUEST FOR NEW DEGREE OR CERTIFICATE PROGRAM
ACADEMIC COUNCIL REVIEW

This form is utilized for the review and preliminary approval of new program requests by the Academic Council.

Completion of a comprehensive proposal for a new program will be required for submission by the Office of Academic Affairs to the Texas Higher EDUCATION Coordinating Board (THECB), per State requirements for [New Degree Program and Certificate Proposals](#).

In addition, notification and/or approval of a new program prospectus may be required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For more information visit the Office of Academic Affairs webpage on [Substantive Change](#).

Requestor: _____

School: _____

Date: _____

Program Level

Undergraduate Level Certificate

Graduate Level Certificate

Bachelor

Master

Doctoral

Program Title: _____

CIP Code: _____

Anticipated Start Term (i.e., Spring, Summer, Fall): _____

Anticipated Start Date (MM-DD-YYYY): _____

Note: For doctoral programs, the Texas Higher Education Coordinating Board (THECB) requires a 1-year planning notification prior to submission of a new degree program proposal/application.

Brief Description of Program Rationale/Need (not to exceed 500 words)

Describe the purpose of the program. Include data on market need and student demand, as relevant, as well as anticipated impact on existing TTUHSCEP programs (e.g., pathway to existing programs; options for joint programs, etc.).

Delivery Mode

- Distance Education Program^{1,2} - Choose one of the following:
 - 100% Online Program - A degree program in which students complete 100 percent of the credit hours required for the program through 100-Percent Online Courses. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a program from this category.
 - Hybrid Program - A degree program in which students complete more than 50 percent but less than 100 percent of the credit hours required for the program through Distance Education Courses³.
- Face-to-Face Program

1 The THECB defines Distance Education as "the formal educational process that occurs when students and instructors are in separate physical locations for the majority (more than 50 percent) of instruction".

2 SACSCOC defines Distance Education as "a formal educational process in which the majority (≥50%) of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or videocassettes, DVD's, and CD-ROMS if used as part of the distance learning course or program".

3 The THECB defines Distance Education Course as "a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are in separate physical locations.

Will any portion of the program be taught at an Off-Campus Instructional Site (OCIS)⁴?

- Yes _____
- No _____

4 SACSCOC defines OCIS as "a location, geographically apart from an institution's sole main campus, where instruction is delivered"; "a clinical training site at which no didactic instruction is delivered is not an off-campus instructional site."

If "Yes", indicate the percent of degree program coursework that will be offered at the OCIS:

- <25%
- 25-49% (Note: requires SACSCOC approval prior to implementation)
- >50% (Note: requires SACSCOC approval prior to implementation)

Provide name, address, and zip code for the site(s) where instruction will be delivered:

Degree Plan

Attach the degree or program plan outlining semesters, courses, and Semester Credit Hours (SCH) required for completion. For each course on the degree plan, indicate whether it is an existing or new course.

Expected admission requirements (i.e., completed prior degree; GPA, scores, etc.)

Anticipated Enrollment (incoming cohort) _____

Anticipated annual tuition _____

Anticipated annual student fees _____

Anticipated Resources (indicate new or existing)

Faculty _____

Staff _____

Facilities _____

Library _____

Equipment _____

Other _____

Attach documentation of school-level approvals (curriculum committee, dean support)

For questions contact:

[Dr. Christiane Herber-Valdez](#), Assistant Vice President for Academic Affairs