Certification Form for Administrative Changes Texas Higher Education Coordinating Board

<u>Directions</u>: An institution shall use this form to request an administrative change that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44: (a) The administrative change has institutional and board of regents approval, (b) the institution certifies that adequate funds are available to cover the costs of the administrative change, (c) new costs during the first five years would not exceed \$2 million, and (d) the administrative change meets all other criteria in Section 5.47 of Board Rules (relating to Criteria for Administrative Change Requests).

If an administrative change does not meet the criteria above, an institution must submit a request using the *Administrative Change Request Form*.

An institution may also use this form to report the creation or change to a unit that does not administer a certificate or degree program (e.g., a research center) to update the Program Inventory.

Information: Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information		
1. <u>Institution</u> :		
2. <u>Description of Administrative Change: (e.g., create a new Department of Sociology; merge</u> existing College of Science and College of Liberals Arts into a new College of Arts and Science, etc.)		
3. <u>Program Inventory</u> – Show how the change would appear on the Coordinating Board's Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.		
4. <u>Implementation Date</u> :		
5. <u>Contact Person</u> : Provide contact information for the person who can answer specific questions about the program.		
Name:		
Title:		
E-mail:		
Phone:		
	_	

AAR Updated 7.30.09

Signature I	Page
-------------	------

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44:

- (a) The administrative change has institutional approval.
- (b) The institution certifies that adequate funds are available to cover the costs of the administrative change.
- (c) New costs during the first five years would not exceed \$2 million.
- (d) The administrative change meets all other criteria in Section 5.47 of Board Rules (relating to Criteria for Administrative Change Requests):
 - (1) The administrative overhead of universities and health-related institutions should be kept low to insure that most of the funds appropriated for higher education go toward the costs of instruction.
 - (2) The administrative costs of new academic units, particularly colleges and schools, should not be so high as to detract from the quality of the programs the administrative unit contains.

I understand that the Coordinating Board will update the program inventory of the institution to reflect the administrative change if no objections to the proposed administrative change are received during the 30-day public comment period.

Chief Executive Officer	Date
I hereby certify that the Board of Regents has approved this admin	istrative change.
Date of Board of Regents approval:	
Board of Regents (or Designee)	Date