New Associate of Applied Science Degree and Certificate Program
Information

At its October 29, 2009 meeting, the Coordinating Board adopted rules that significantly streamline the process of approval for new associate of applied science degree and certificate programs (Chapter 9, Subchapter E, Section 9.93). In summary, the adopted rules permit automatic approval of a new associate of applied science degree or certificate program if an institution and governing board certify that the following criteria are met, and that recent documentation is available to support these criteria:

(A) The program has institutional and governing board approval;
(B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;
(C) There is recent evidence of both short-term and long-term student demand for the program;
(D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;
(E) Basic and career technical/workforce skills have been integrated into the curriculum;
(F) The institution has an enrollment management plan for the program;
(G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;
(H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;
(I) The program would not unnecessarily duplicate existing programs at other institutions;
(J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;
(K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;
(L) New costs during the first five years of the program would not exceed $2 million;
(M) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;
(N) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program;
(O) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

The criteria listed above must meet the most current requirements listed in the Guidelines for Instructional Programs In Workforce Education (GIPWE). The institution must keep documentation supporting these criteria on file and available upon request by Coordinating Board staff.
A new applied associate degree or certificate program that meets these criteria may be requested using the Certification Form for New Associate of Applied Science and Certificate Programs and is automatically approved if no objections are received during the 30-day public comment period. The institution's program inventory will be updated accordingly and a letter of approval will be sent to the institution.