



March 15, 2017

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan,

During a recent audit of our files, we discovered letters of notification/approval for program closure were prepared for submission to SACSCOC in August 2015. Unfortunately there is no evidence that the completed letters were sent to SACSCOC and we have no confirmation that those letters were received or approved by SACSCOC. The six programs in question are the B.S. in Accounting, B.S. in Applied Science, B.S. in Business Administration, B.S. in Finance, B.S. in Management, and B.S. and B.B.A. in Economics.

All programs in question were submitted through the A&M-Central Texas curriculum process and approved by College of Business Administration faculty, the Texas A&M System Office of Academic Affairs, and the Texas Higher Education Coordinating Board for closure. These programs were approved for closure effective May 15, 2014 and each program stopped admissions in fall 2016 except for the B.S. Applied Science which stopped admitting students in fall 2017.

This letter serves as notification that Texas A&M University-Central Texas has closed the programs noted in paragraph 1, above, and is notifying SACSCOC after the fact. All programs began teach-out during fall 2016 and a review of our data indicate 15 students still are active in the programs and should graduate by May 2019. The teach-out plans for each program are discussed in more detail in the enclosures.

Additionally, this letter serves as notification of a program name change. The B.A.A.S. in Business Occupations Program has been changed to B.A.A.S. Management (under the same CIP) to provide students a better pathway to the completion of the degree. This was a change in name only and not a change in curriculum. This action was completed in August of 2015.

Per SACSCOC's Substantive Change Policy prior notification and approval are required before closing an approved program. Unfortunately, we can find no evidence that SACSCOC was notified regarding the closures. Attached as enclosures are the draft letters prepared in August 2015 to notify/seek approval to close the programs listed in paragraph 1, above. Attached as an enclosure are four (4) copies of A&M-Central Texas' *Standard Administrative Procedure 03.02.02.DO.01 Approval of Substantive Changes Including the Establishment of New Academic Programs*.

Per SACSCOC's Substantive Change Policy, a teach-out plan is required. The original Teach-Out Plans for the program closures are included as enclosures to this request.

Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffery L. Kirk". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jeffery L. Kirk, PhD
Associate Provost and Associate Vice President for Academic Affairs
Associate Professor of Psychology
SACSCOC Liaison
Texas A&M University-Central Texas

cc: Dr. Crystal A. Baird, Vice President, SACSCOC
Dr. Marc Nigliazzo, President, A&M-Central Texas
Dr. Peg Gray-Vickrey, Provost and VP Academic and Student Affairs, A&M-Central Texas

Enclosures: Texas Higher Education Coordinating Board Letter of Approval with Information Sheet
Texas Higher Education Coordinating Board A&M-Central Texas Program Inventory
Letter of Notification to Close the B.S. in Accounting with Teach-Out Plan
Letter of Notification to Close the B.S. in Applied Science with Teach-Out Plan
Letter of Notification to Close the B.S. in Business Administration with Teach-Out Plan
Letter of Notification to Close the B.S. in Finance with Teach-Out Plan
Letter of Notification to Close the B.S. in Management with Teach-Out Plan
Letter of Notification to Close the B.S. and B.B.A. in Economics with Teach-Out Plan
A&M-Central Texas Standard Administrative Procedure 03.02.02.D0.01 Approval of Substantive Changes Including the Establishment of New Academic Programs (4 copies)

Teach-Out Plan

B.S. in Accounting, B.S. in Applied Science, B.S. in Business Administration, B.S. in Finance, B.S. in Management, and B.S. and B.B.A. in Economics

Rationale for Program Closures

Generally, the programs were recommended for closure for several reasons and these actions were intended to eliminate programs with similar curriculum and help the college in the duplication of degrees. The following is provided to provide additional support for the closure of these programs: the B.S. in Accounting was similar to the B.B.A. in Accounting; the B.S. in Applied Science was similar to the B.A.A.S. in Business Management; the B.S. in Business Administration is similar to the B.B.A. in Interdisciplinary Business (submitted for phase-out in October 2016 due to lack of student interest; currently at the Texas A&M University System Office of Academic Affairs for review); the B.S. in Finance was similar to the B.B.A. in Finance; the B.S. in Management was similar to the B.B.A. in Management; and the B.S. and in Economics was carried over from Tarleton at the time of our initial accreditation and was never taught at A&M-Central Texas. Teach-out plans prepared for the original requests for program closure are attached.

Effective Date of Program Closure

Fall 2016.

Student Notification and Counseling

No students have been admitted to the B.B.A. Economics or B.S. Finance since spring 2013; no students have been admitted to the B.S. Accounting or B.S. Economics since summer 2014; and the B.S. Applied Science, B.S. Business Administration, and B.S. Management have 11, 3, and 1 students, respectively. All students in the three programs are legacy students and should be complete with their degrees by May 2019. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the programs will be taught for six years after teach-out begins. Additionally, no coursework has been eliminated and students will be able to take courses toward completion of their degree for six years after teach-out begins.

Additional Costs to Students

Students will not incur any additional costs due to the closure of these programs.

Redeployment of Faculty and Staff

Not applicable.



TEXAS HIGHER EDUCATION COORDINATING BOARD

Workforce, Academic Affairs and Research

P.O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

May 15, 2014

Rex C. Peebles, Ph.D.
Assistant Commissioner
Workforce, Academic Affairs and Research
Rex.peebles@thecb.state.tx.us

Stacey Silverman, Ph.D.
Deputy Assistant Commissioner
Universities and Health-Related Institutions
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Deputy Assistant Commissioner
Community and Technical Colleges
garry.tomerlin@thecb.state.tx.us

Phone 512/427-6200
Fax 512/427-6168

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Peg Gray-Vickrey, DNS
Provost/Vice President Academic and Student Affairs
Texas A&M University-Central Texas
1001 Leadership Place
Killeen, Texas 76549

Dear Dr. Gray-Vickrey:

I am pleased to approve at the staff level the request from Texas A&M University-Central Texas to make the following changes:

- Phase out the following degree programs:
 - Bachelor of Science (BS) degree in Applied Science (30.9999.40),
 - Bachelor of Science (BS) degree in Business Administration (52.0201.00),
 - Bachelor of Science (BS) degree in Management (52.0201.00),
 - Bachelor of Science (BS) and Bachelor of Business Administration (BBA) degrees in Administrative Systems (52.0204.00),
 - Bachelor of Science (BS) degree in Accounting (52.0301.00),
 - Bachelor of Science (BS) and Bachelor of Business Administration (BBA) degrees in Economics (52.0601.00), and
 - Bachelor of Science (BS) degree in Finance (52.0801.00).
- Change the program name for the Bachelor of Applied Arts and Sciences (BAAS) degree in Business Occupations to Business Management (30.9999.40).

In accordance with the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) Policy Statement "Substantive Changes for Accredited Institutions of the Commission on College," which is aligned with the U.S. Department of Education requirements, member institutions are required to seek approval prior to initiating substantive changes, such as closing a degree program. In particular, institutions must receive approval of a closing program's teach-out plan outlined in Procedure Three before discontinuing admission of new students. Your institution is expected to notify the Coordinating Board if the final date of the teach-out period is not approved by SACSCOC.

Enclosed is an Information Sheet for your reporting official.

Sincerely,

Rex C. Peebles

Enclosure

c: James Hallmark
Marc Nigliazzo

WAAR/els/18661

INFORMATION SHEET

The following information is provided in connection with recent action(s) taken by the Texas Higher Education Coordinating Board and reported to your institution in a letter from Rex C. Peebles dated May 15, 2014.

ACTION: TEXAS A&M UNIVERSITY-CENTRAL TEXAS

On May 15, 2014, the Coordinating Board approved at the staff level the request from Texas A&M University-Central Texas to make the following changes:

Administrative Unit Affected		Academic Unit #		Action	Effective Date
Department of Accounting, Finance, and Economics		0049		Phase out degree programs	May 15, 2014
Degree Title	Program Name	CIP Code	# of SCH	Action	Effective Date
BS	Accounting	52.0301.00	120	Phase out degree program	May 15, 2014
BBA/BS	Economics	52.0601.00	120	Phase out degree program	May 15, 2014
BS	Finance	52.0801.00	120	Phase out degree program	May 15, 2014

Administrative Unit Affected		Academic Unit #		Action	Effective Date
Department of Management and Marketing		1790		Phase out degree program	May 15, 2014
Degree Title	Program Name	CIP Code	# of SCH	Action	Effective Date
BS	Applied Science	30.9999.40	120	Phase out degree program	August 15, 2017
BAAS	Business Occupations	30.9999.40	120	Phase out degree program	May 31, 2014
BAAS	Business Management	30.9999.40	120	Create degree program	June 1, 2014
BS	Business Administration	52.0201.00	120	Phase out degree program	May 15, 2014
BS	Management	52.0201.00	120	Phase out degree program	May 15, 2014
BBA/BS	Administrative Systems	52.0204.00	120	Phase out degree program	May 15, 2014

Notes:

These changes will affect the way your institution reports courses, programs, and degrees to the Coordinating Board. Please inform the appropriate reporting personnel of these changes.

If you have any questions about this action or about your institution's program inventory, please contact:

**Workforce, Academic Affairs and Research Division
(512) 427-6200**

CIP Code Description	CIP Code	Assoc	Baccalaureate	Degree Levels		
				Master's	Doctoral	Professional
COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES	11					
COMPUTER INFORMATION SYSTEMS	11.0101.00		BBA (120 SCH), BS (120 SCH) Start date: 07/30/2009			
COMPUTER SCIENCE	11.0101.00		BS (120 SCH) Start date: 07/30/2009			
INFORMATION SYSTEMS	11.0401.00			MS (36 SCH) Start date: 07/30/2009		
EDUCATION	13					
CURRICULUM AND INSTRUCTION	13.0301.00			MED (36 SCH) Start date: 07/30/2009		
EDUCATIONAL LEADERSHIP	13.0401.00			MED (36 SCH) Start date: 07/30/2009		
COUNSELING	13.1101.00			MED (48 SCH) Start date: 07/30/2009		
ENGLISH LANGUAGE AND LITERATURE/LETTERS	23					
ENGLISH	23.0101.00		BA (120 SCH) Start date: 07/30/2009			
LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES	24					
LIBERAL STUDIES	24.0101.00		BS (120 SCH) Start date: 07/30/2009	MS (36 SCH) Start date: 07/30/2009		
BIOLOGICAL AND BIOMEDICAL SCIENCES	26					
BIOLOGY	26.0101.00		BS (120 SCH) Start date: 08/15/2016			
MATHEMATICS AND STATISTICS	27					
MATHEMATICS	27.0101.00		BS (120 SCH) Start date: 07/30/2009	MS (36 SCH) Start date: 07/30/2009		
MULTI/INTERDISCIPLINARY STUDIES	30					
INTERDISCIPLINARY STUDIES	30.9999.01		BS (120 SCH) Start date: 07/30/2009			
APPLIED SCIENCE 2018	30.9999.40		BS (120 SCH) Start date: 07/30/2009			
BUSINESS MANAGEMENT	30.9999.40		BAAS (120 SCH) Start date: 07/30/2009			

CIP Code Description	CIP Code	Assoc	Baccalaureate	Degree Levels		
				Master's	Doctoral	Professional
PSYCHOLOGY	42					
PSYCHOLOGY	42.0101.00		BS (120 SCH) Start date: 07/30/2009			
SCHOOL PSYCHOLOGY	42.2805.00			SSP Start date: 07/30/2009		
EDUCATIONAL PSYCHOLOGY	42.2806.00			MS (36 SCH) Start date: 07/30/2009		
SECURITY AND PROTECTIVE SERVICES	43					
CRIMINAL JUSTICE	43.0103.00		BS (120 SCH) Start date: 07/30/2009	MCJ (36 SCH) Start date: 07/30/2009		
PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS	44					
SOCIAL WORK	44.0701.00		BSW (120 SCH) Start date: 07/30/2009			
SOCIAL SCIENCES	45					
POLITICAL SCIENCE	45.1001.00		BA (120 SCH), BS (120 SCH) Start date: 07/30/2009	MA (36 SCH) Start date: 07/30/2009		
SOCIOLOGY	45.1101.00		BS (120 SCH) Start date: 07/30/2009			
TRANSPORTATION AND MATERIALS MOVING	49					
AVIATION SCIENCE-PROFESSIONAL PILOT	49.0102.00		BS (120 SCH) Start date: 07/30/2009			
AVIATION SCIENCE-AVIATION MANAGEMENT	49.0104.00		BS (120 SCH) Start date: 07/30/2009			
HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES	51					
MARRIAGE AND FAMILY THERAPY	51.1505.00			MS (60 SCH) Start date: 02/01/2014		
CLINICAL MENTAL HEALTH COUNSELING	51.1508.00			MS (60 SCH) Start date: 02/01/2014		
NURSING	51.3801.00		BSN (120 SCH) Start date: 07/30/2009			
BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES	52					
INTERDISCIPLINARY BUSINESS	52.0101.00		BBA (120 SCH) Start date: 07/30/2009			
BUSINESS ADMINISTRATION	52.0201.00			MBA (36 SCH) Start date: 07/30/2009		

CIP Code Description	CIP Code	Assoc	Degree Levels			
			Baccalaureate	Master's	Doctoral	Professional
MANAGEMENT	52.0201.00		BBA (120 SCH) Start date: 07/30/2009			
MANAGEMENT AND LEADERSHIP	52.0201.00			MS (36 SCH) Start date: 07/30/2009		
BUSINESS ADMINISTRATION 2018	52.0201.00		BSI (120 SCH) Start date: 07/30/2009			
MANAGEMENT 2018	52.0201.00		BSI (120 SCH) Start date: 07/30/2009			
ACCOUNTING	52.0301.00		BBA (120 SCH) Start date: 07/30/2009	MS (36 SCH) Start date: 07/30/2009		
FINANCE	52.0801.00		BBA (120 SCH) Start date: 07/30/2009			
HUMAN RESOURCE MANAGEMENT	52.1001.00		BBA (120 SCH) Start date: 07/30/2009	MS (36 SCH) Start date: 07/30/2009		
MARKETING	52.1401.00		BBA (120 SCH) Start date: 07/30/2009			
HISTORY	54					
HISTORY	54.0101.00		BA (120 SCH) Start date: 07/30/2009	MA (36 SCH) Start date: 07/30/2009		

1 BEING PHASED OUT

August 10, 2015

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan:

This letter serves as notification that Texas A&M University-Central Texas (A&M-Central Texas) intends to phase-out its Bachelor of Science (BS) degree in Accounting. Pending approval from the Southern Association of Colleges and Schools (SACSCOC), the program will begin the phase-out in Fall 2016.

The program is being submitted for closure based on a proposal sent forth by program faculty in the department, which was reviewed and approved through the institution's curriculum process. The phase-out plan has received approval from The Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board. Per SACSCOC's Substantive Change Policy, a Teach-Out Plan is attached.

Please let me know if you have any questions or require additional information.

Sincerely,

Tracy Teaff
Chief Liaison and External Affairs Officer
SACSCOC Liaison
Associate Lecturer
Texas A&M University-Central Texas

Cc: Dr. Crystal A. Baird, Vice President, SACSCOC
Dr. Marc Nigliazzo, President, A&M-Central Texas
Dr. Peg Gray-Vickrey, Provost and VP Academic and Student Affairs, A&M-Central Texas

Enclosures: Teach-Out Plan
Texas Higher Education Coordinating Board Letter of Approval

Teach-Out Plan
Bachelor of Science (BS) degree in Accounting

Rationale for Program Closure

The rationale for closing the Bachelor of Science (BS) degree in Accounting is due to the duplication of curriculum between the BS in Accounting and the Bachelor of Business Administration (BBA) in Accounting.

Effective Date of Program Closure

Pending approval from Southern Association of Colleges and Schools (SACSCOC), admission to the BS in Accounting program would stop in Fall 2016.

Student Notification & Counseling

Any student currently enrolled in the BS in Accounting program will receive notification of the intent to close the program. Furthermore, the notification will outline the process for students to transfer to the BBA in Accounting if they desire. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the program will be taught for six years after the teach-out begins. However, because the course work for the BS in Accounting program is required for the BBA in Accounting, there is no intent to stop teaching the coursework required for the degree program.

Additional Costs to Students

Students will not incur any additional costs due to the closure of the BS in Accounting program.

Redeployment of Faculty and Staff

Because the course work for the BS in Accounting program is required for other degree programs, faculty and staff will not be impacted by the program's closure.

August 10, 2015

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan:

This letter serves as notification that Texas A&M University-Central Texas (A&M-Central Texas) intends to phase-out its Bachelor of Science (BS) degree in Applied Science. Pending approval from the Southern Association of Colleges and Schools (SACSCOC), the program will begin the phase-out in Fall 2017.

The program is being submitted for closure based on a proposal sent forth by program faculty in the department, which was reviewed and approved through the institution's curriculum process. The phase-out plan has received approval from The Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board. Per SACSCOC's Substantive Change Policy, a Teach-Out Plan is attached.

Please let me know if you have any questions or require additional information.

Sincerely,

Tracy Teaff
Chief Liaison and External Affairs Officer
SACSCOC Liaison
Associate Lecturer
Texas A&M University-Central Texas

Cc: Dr. Crystal A. Baird, Vice President, SACSCOC
Dr. Marc Nigliazzo, President, A&M-Central Texas
Dr. Peg Gray-Vickrey, Provost and VP Academic and Student Affairs, A&M-Central Texas

Enclosures: Teach-Out Plan
Texas Higher Education Coordinating Board Letter of Approval

Teach-Out Plan
Bachelor of Science (BS) degree in Applied Science

Rationale for Program Closure

The rationale for closing the Bachelor of Science (BS) degree in Applied Science is based on two issues. First, the BS in Applied Science curriculum is very similar to another program at the institution, Bachelor of Applied Arts and Sciences (BAAS) in Business Management (formerly Business Occupations). The primary difference between the two programs is that BAAS in Business Management allows credit for work experience and provides a few additional course options. Additionally, both the BS in Applied Science (Spring 2015 headcount = 58) and BAAS in Business Management (Spring 2015 headcount = 17) are low enrollment programs. Because the BAAS in Business Occupations curriculum does provide some additional options to students, eliminating the BS in Applied Science will increase the number of students in the BAAS in Business Occupations program while allowing student to have the additional flexibility.

Effective Date of Program Closure

Pending approval from SACSCOC, admission to the BS in Applied Science program would stop in Fall 2017.

Student Notification & Counseling

Any student currently enrolled in the BS in Applied Science program will receive notification of the intent to close the program. Furthermore, the notification will outline the process for students to transfer to the BAAS in Business Management if they desire. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the program will be taught for six years after the teach-out begins. However, because the course work for the BS in Applied Science program is required for other degree programs, there is no intent to stop teaching the coursework required for the degree program.

Additional Costs to Students

Students will not incur any additional costs due to the closure of the BS in Applied Science program.

Redeployment of Faculty and Staff

Because the course work for the BS in Applied Science program is required for other degree programs, faculty and staff will not be impacted by the program's closure.

August 10, 2015

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan:

This letter serves as notification that Texas A&M University-Central Texas (A&M-Central Texas) intends to phase-out its Bachelor of Science (BS) degree in Business Administration. Pending approval from the Southern Association of Colleges and Schools (SACSCOC), the program will begin the phase-out in Fall 2016.

The program is being submitted for closure based on a proposal sent forth by program faculty in the department, which was reviewed and approved through the institution's curriculum process. The phase-out plan has received approval from The Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board. Per SACSCOC's Substantive Change Policy, a Teach-Out Plan is attached.

Please let me know if you have any questions or require additional information.

Sincerely,

Tracy Teaff
Chief Liaison and External Affairs Officer
SACSCOC Liaison
Associate Lecturer
Texas A&M University-Central Texas

Cc: Dr. Crystal A. Baird, Vice President, SACSCOC
Dr. Marc Nigliazzo, President, A&M-Central Texas
Dr. Peg Gray-Vickrey, Provost and VP Academic and Student Affairs, A&M-Central Texas

Enclosures: Teach-Out Plan
Texas Higher Education Coordinating Board Letter of Approval

Teach-Out Plan
Bachelor of Science (BS) degree in Business Administration

Rationale for Program Closure

The rationale for closing the Bachelor of Science (BS) degree in Business Administration is due to the curricular similarity between the BS in Business Administration and the Bachelor of Business Administration (BBA) in Interdisciplinary Business.

Effective Date of Program Closure

Pending approval from Southern Association of Colleges and Schools (SACSCOC), admission to the BS in Business Administration program would stop in Fall 2016.

Student Notification & Counseling

Any student currently enrolled in the BS in Business Administration program will receive notification of the intent to close the program. Furthermore, the notification will outline the process for students to transfer to the BBA in Interdisciplinary Business if they desire. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the program will be taught for six years after the teach-out begins. However, because the course work for the BS in Business Administration program is required for the BBA in Interdisciplinary Business and other degree programs, there is no intent to stop teaching the coursework required for the degree program.

Additional Costs to Students

Students will not incur any additional costs due to the closure of the BS in Business Administration program.

Redeployment of Faculty and Staff

Because the course work for the BS in Business Administration program is required for other degree programs, faculty and staff will not be impacted by the program's closure.

August 20, 2015

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan:

This letter serves as notification that Texas A&M University-Central Texas (A&M-Central Texas) intends to phase-out its Bachelor of Science (BS) degree in Finance. Pending approval from the Southern Association of Colleges and Schools (SACSCOC), the program will begin the phase-out in Fall 2016.

The program is being submitted for closure based on a proposal sent forth by program faculty in the department, which was reviewed and approved through the institution's curriculum process. The phase-out plan has received approval from The Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board. Per SACSCOC's Substantive Change Policy, a Teach-Out Plan is attached.

Please let me know if you have any questions or require additional information.

Sincerely,



Tracy Teaff
Chief Liaison and External Affairs Officer
SACSCOC Liaison
Associate Lecturer
Texas A&M University-Central Texas

Cc: Dr. Crystal A. Baird, Vice President, SACSCOC
Dr. Marc Nigliazzo, President, A&M-Central Texas
Dr. Peg Gray-Vickrey, Provost and VP Academic and Student Affairs, A&M-Central Texas

Enclosures: Teach-Out Plan
Texas Higher Education Coordinating Board Letter of Approval

Teach-Out Plan
Bachelor of Science (BS) degree in Finance

Rationale for Program Closure

The rationale for closing the Bachelor of Science (BS) degree in Finance is due to the duplication of curriculum between the BS in Finance and the Bachelor of Business Administration (BBA) in Finance.

Effective Date of Program Closure

Pending approval from Southern Association of Colleges and Schools (SACSCOC), admission to the BS in Finance program would stop in Fall 2016.

Student Notification & Counseling

Any student currently enrolled in the BS in Finance program will receive notification of the intent to close the program. Furthermore, the notification will outline the process for students to transfer to the BBA in Finance if they desire. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the program will be taught for six years after the teach-out begins. However, because the course work for the BS in Finance program is required for the BBA in Finance, there is no intent to stop teaching the coursework required for the degree program.

Additional Costs to Students

Students will not incur any additional costs due to the closure of the BS in Finance program.

Redeployment of Faculty and Staff

Because the course work for the BS in Finance program is required for other degree programs, faculty and staff will not be impacted by the program's closure.

August 20, 2015

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan:

This letter serves as notification that Texas A&M University-Central Texas (A&M-Central Texas) intends to phase-out its Bachelor of Science (BS) degree in Management. Pending approval from the Southern Association of Colleges and Schools (SACSCOC), the program will begin the phase-out in Fall 2016.

The program is being submitted for closure based on a proposal sent forth by program faculty in the department, which was reviewed and approved through the institution's curriculum process. The phase-out plan has received approval from The Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board. Per SACSCOC's Substantive Change Policy, a Teach-Out Plan is attached.

Please let me know if you have any questions or require additional information.

Sincerely,



Tracy Teaff
Chief Liaison and External Affairs Officer
SACSCOC Liaison
Associate Lecturer
Texas A&M University-Central Texas

Cc: Dr. Crystal A. Baird, Vice President, SACSCOC
Dr. Marc Nigliazzo, President, A&M-Central Texas
Dr. Peg Gray-Vickrey, Provost and VP Academic and Student Affairs, A&M-Central Texas

Enclosures: Teach-Out Plan
Texas Higher Education Coordinating Board Letter of Approval

Teach-Out Plan
Bachelor of Science (BS) degree in Management

Rationale for Program Closure

The rationale for closing the Bachelor of Science (BS) degree in Management is due to the duplication of curriculum between the BS in Management and the Bachelor of Business Administration (BBA) in Management.

Effective Date of Program Closure

Pending approval from Southern Association of Colleges and Schools (SACSCOC), admission to the BS in Management program would stop in Fall 2016.

Student Notification & Counseling

Any student currently enrolled in the BS in Management program will receive notification of the intent to close the program. Furthermore, the notification will outline the process for students to transfer to the BBA in Management if they desire. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the program will be taught for six years after the teach-out begins. However, because the course work for the BS in Management program is required for the BBA in Management, there is no intent to stop teaching the coursework required for the degree program.

Additional Costs to Students

Students will not incur any additional costs due to the closure of the BS in Management program.

Redeployment of Faculty and Staff

Because the course work for the BS in Management program is required for other degree programs, faculty and staff will not be impacted by the program's closure.

August 20, 2015

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
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Decatur, GA 30033-4097

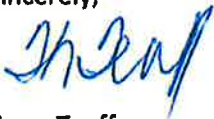
Dear Dr. Wheelan:

This letter serves as notification that Texas A&M University-Central Texas (A&M-Central Texas) intends to phase-out its Bachelor of Science (BS) and Bachelor of Business Administration (BBA) degrees in Economics. Pending approval from the Southern Association of Colleges and Schools (SACSCOC), the program will begin the phase-out in Fall 2016.

The program is being submitted for closure based on a proposal sent forth by program faculty in the department, which was reviewed and approved through the institution's curriculum process. The phase-out plan has received approval from The Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board. Per SACSCOC's Substantive Change Policy, a Teach-Out Plan is attached.

Please let me know if you have any questions or require additional information.

Sincerely,



Tracy Teaff
Chief Liaison and External Affairs Officer
SACSCOC Liaison
Associate Lecturer
Texas A&M University-Central Texas

Cc: Dr. Crystal A. Baird, Vice President, SACSCOC
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Enclosures: Teach-Out Plan
Texas Higher Education Coordinating Board Letter of Approval

Teach-Out Plan
Bachelor of Science (BS) and Bachelor of Business Administration (BBA) degrees in Economics

Rationale for Program Closure

The Bachelor of Science (BS) and Bachelor of Business Administration (BBA) degrees in Economics were carried over by Texas A&M University-Central Texas (A&M-Central Texas) from the institution's time as a branch campus of Tarleton State University. While the degrees were listed in A&M-Central Texas' degree inventory, the programs have never been taught at the institution. As of Spring 2015, there are no students enrolled in these degree programs.

Effective Date of Program Closure

Pending approval from Southern Association of Colleges and Schools (SACSCOC), admission to the BS and BBA in Economics programs would stop in Fall 2016.

Student Notification & Counseling

There are currently no students enrolled in either the BS or BBA degrees in Economics. If a student were to enroll before Fall 2016, the student will receive notification of the intent to close the program. Per Texas A&M University-Central Texas academic policy, all the degree requirements for the program will be taught for six years after the teach-out begins.

Additional Costs to Students

Because no students are currently enrolled in the program, students will not incur any additional costs due to the closure of the programs.

Redeployment of Faculty and Staff

Because the programs have never been taught, no faculty or staff are assigned to the programs. Therefore, faculty and staff will not be impacted by the closures.



03.02.02.D0.01 Approval of Substantive Changes including the Establishment of New Academic Programs

Approved: March 5, 2013

Revised: January 02, 2017

Next Scheduled Review: January 02, 2020

Procedure Statement

This standard administrative procedure covers the review and approval process for substantive changes, including but not limited to establishing new academic programs (i.e., academic degree or certificate¹) within Texas A&M University-Central Texas (A&M-Central Texas).

Reason for Procedure

System Policy 03.02 states that new and revised programs, administrative changes, and other substantive changes requiring approval by the Texas Higher Education Coordinating Board (Coordinating Board) must be approved by the Chancellor and the Board of Regents before being forwarded for formal action by the Coordinating Board. The purpose of this Standard Administrative Procedure is to provide specific guidelines and procedures for securing those required approvals.

Procedures and Responsibilities

1. GENERAL

1.1 Substantive Changes requiring notification and/or approval by the Texas A&M University System, the A&M University System Board of Regents and the Texas Higher Education Coordinating Board (THECB) include, but are not limited to, the following:

- 1.1.1 Initiating an administrative change
- 1.1.2 Initiating an administrative reorganization
- 1.1.3 Establishing new degree programs
- 1.1.4 Reclassifying or modifying existing degree programs

¹ Academic certificate programs (as opposed to Continuing Education Units) comprised of less than 15 semester credit hours will follow the process outlined below, but will not require approval by either the A&M System Board of Regents or the Texas Higher Education Coordinating Board. Should the requirements from the A&M System Board of Regents or the THECB change, the revised requirements will be followed.

1.1.6 Offering a degree program through the use of distance education²

1.1.7 Offering a degree program at an off-campus location³

1.2 Substantive Changes requiring Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) notification and/or prior approval include, but are not limited to, the following:

1.2.1 Changing the established mission or objectives of the institution

1.2.2 Changing the legal status, form of control, or ownership of the institution

1.2.3 Adding or modifying courses or programs that represent a significant departure, *either in content or method of delivery*, from those previously approved

1.2.4 Adding courses or programs of study at a degree or credential level different from that which is included in the current accreditation or reaffirmation for Texas A&M University-Central Texas

1.2.5 Substantial increase in the number of credit hours awarded for successful completion of a program

1.2.6 Establishment of a branch campus

1.2.7 Closing a program, off-campus instructional site, branch campus, or main campus

1.2.8 Establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program

1.2.9 Entering into a collective academic agreement such as a dual degree program or a joint degree program with another institution

2. ELEMENTS OF PROPOSAL

Before establishing a new academic program or initiating a substantive change as outlined above, a proposal must be submitted to the Office of the Provost and Vice President for Academic and Student Affairs for review and approval. Each proposal must include information regarding each of the following elements with content tailored as necessary depending on the nature of the request:

2.1 Needs Assessment

2.1.1 A demonstrated need for the proposed program or change in terms of present and future needs of the component, institution, region and state (depending on the nature of the request)

2.1.2 Description of how the proposed program or change would complement and strengthen existing programs or structures within the program area/department and across A&M-Central Texas

2.1.3 If a proposed new degree program appears to duplicate a similar program within the region and state, a rationale for its need

² Defined as using available technologies with students and instructors geographically or physically removed from one another

³ Defined as a program to be offered at a location not in the same geographic service area as the main campus

- 2.1.4 Demonstrated student demand for the proposed new program or change to an existing program (including offering an existing program at a new location or through a new modality) and the likelihood of a sufficient critical mass of qualified applicants and
- 2.1.5 Critical mass of qualified faculty and staff to be available to support high quality program.

If the request is for a new doctoral program, the following must be addressed as well⁴:

- 2.1.6 A demonstrated regional, state or national unmet need for doctoral graduates in the field;
- 2.1.7 Evidence that existing doctoral programs in Texas cannot accommodate additional students, access to existing programs is limited, or that expanding existing programs is not feasible; and
- 2.1.8 Evidence of sustainability and excellence in master's level programs in the field and/or programs in related and supporting areas

2.2 Resources

- 2.2.1 Resources needed for the new program start-up or other proposed substantive change (e.g., administrative infrastructure, faculty and staff, facilities, equipment, library and related information technology)
- 2.2.2 Information technologies and classroom support necessary to implement the proposed program or substantive change
- 2.2.3 Future expectations of financial support and
- 2.2.4 Plan for self-sufficiency

2.3 Program Description⁵

- 2.3.1 Educational objectives
- 2.3.2 Assessment strategies to be used for student learning outcomes
- 2.3.3 Admission standards
- 2.3.4 Certificate or degree requirements
- 2.3.5 Mode of course delivery and primary location of the faculty and students involved
- 2.3.6 Effect on existing programs in the program area/department and
- 2.3.7 Program administration

2.4 Governance

Information must address how the proposed academic program will fit within the organizational structure of A&M-Central Texas and identify the point of contact and responsibility for oversight and management of the proposed program.

⁴ Based primarily on THECB requirements for approval for new doctoral programs

⁵ In the case of substantive changes not related to the establishment of a new academic program, this section should provide a description and rationale for the proposed change

2.5 Evaluation

Information to include but not limited to proposed mechanisms and timeline for periodic review; strategies for monitoring start-up expenses; sources of funds; and steps in formal accreditation process, if required.

3. PROPOSAL REVIEW PROCESS

All proposals must be reviewed and approved in accordance with existing university curriculum guidelines regarding new program review. Once the Office of Academic Affairs review is completed, the following steps must be followed, and additional information or edits may be required at any stage prior to progressing through the review process:

- 3.1 Proposals will be submitted to the Department Chair for review.
- 3.2 Following department chair review and approval, the proposal will be presented to the members of the College curriculum committee for review and approval. The Department Chair will also certify via a memo to the College Curriculum Committee, that the majority of the program faculty approved the curriculum proposal. Recommendations will then be submitted to the College Dean for approval.
- 3.3 Following College Dean approval, new undergraduate program proposals will be reviewed and approved by the Undergraduate Council, University Curriculum Committee, and Associate Provost/AVP for Academic Affairs and Undergraduate Studies.
- 3.4 Following College Dean approval, new graduate program proposals will be reviewed and approved by the Graduate Council, University Curriculum Committee, Director of Graduate Studies, and Associate Provost/AVP for Academic Affairs.
- 3.5 Following approval by the University Curriculum process for undergraduate and graduate programs, the proposal will be presented to the Provost/Vice President for Academic and Student Affairs for approval and then recommendations will be submitted to the president for final action.
- 3.6 Following presidential approval, the Associate Provost/AVP for Academic Affairs will be responsible for securing all necessary approvals and notifying all appropriate agencies prior to implementation of the proposed program or change. Failure to report the initiation of a new program or change (i.e., an unreported substantive change) can result in official sanctions to the institution, including but not limited to probation, fines, or loss of accreditation.
- 3.7 There may be occasions when opportunities present themselves which necessitate an expedited review. In such cases, it is at the president's discretion to modify or eliminate steps of the previously outlined review process as needed.

4. PRELIMINARY NOTIFICATION OF PENDING SUBSTANTIVE CHANGES

As a number of approval steps are required prior to implementing any substantive changes or new programs, preliminary notification should be provided to the Associate Provost/AVP for Academic Affairs as soon as possible. All proposed new programs or changes will be recorded on the A&M-Central Texas Academic Program Planning Matrix with an anticipated timeline developed and provided to the college dean's office or requesting entity. The substantive changes outlined above require PRIOR approval before implementation and may take 12 to 18 months to secure all necessary approvals depending on the nature of the request.

Related Statutes, Policies, or Requirements

[Substantive Change for SACSCOC Accredited Institutions: Policy Statement](#)

[System Regulation 03.02.02 Approval Procedures for Degree Programs, Administrative Changes, Etc.](#)

Definitions

A "substantive change" refers to any significant alteration to existing, or the addition of new, academic programs, departments, colleges/schools or institutions. Substantive changes within institutions of higher education must be approved by governing authorities (e.g., accrediting agencies, the Texas A&M University System, the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, Commission on Colleges) *prior to* implementation.

Contact Office

Office of the Provost and Vice President for Academic and Student Affairs
(254) 519-5447