

11.09.99.C0.01 Low-Producing Minors and Certificates



Approved: June 16, 2025

Next Scheduled Review: June 16, 2030

Procedure Summary

In alignment with System policy 11.09, *Low-Producing Degree Programs*, minors, and certificates at Texas A&M University-Corpus Christi (TAMU-CC) must be reviewed and reported to the chancellor and Board of Regents on an annual basis. This review will be conducted by the appropriate academic program/department, academic unit (e.g., college, school) curriculum committee, academic unit dean/director, University Curriculum Committee, and Provost/Vice President for Academic Affairs (Provost). This procedure outlines the review process for low-producing minors and certificates.

Procedure

1. GENERAL

- 1.1. Low-producing bachelors, masters, and doctoral degree programs are reviewed annually based on criteria provided by the Texas Higher Education Coordinating Board, as well as any additional criteria established by TAMU-CC.
- 1.2. Low-producing minors and certificates are reviewed annually on criteria determined by TAMU-CC.
- 1.3. New minors and certificates are exempt from the requirements of this procedure for the first three (3) academic years of inclusion in the catalog.

2. CRITERIA FOR LOW-PRODUCING MINORS AND CERTIFICATES

To remain active, undergraduate (freestanding/embedded) minors, undergraduate (transcribed/non-transcribed) certificates, and graduate (transcribed/non-transcribed) certificates must meet one (1) of two (2) criteria:

- (a) Graduate a cumulative minimum of five (5) students within the past three (3) years or
- (b) Have a current-year enrollment of at least three (3) students alongside a cumulative three (3) graduations within the past three (3) years.

3. REVIEW PROCESS

- 3.1. Annually, the Provost/designee will receive a list of low-producing minors and certificates that meet or approach the low-producing criteria.
- 3.2. This list will be given to the academic units and departments housing the programs for justification and recommendations for (1) a teach out, (2) consolidation, or (3) continuation of the program (exemption from closure). The justification should provide data/rationale/strategy to support why the program will not be low producing in the future and/or appeal to a special need associated with institution's mission and/or strategic plan. All justifications/recommendations are advisory.
- 3.3. Faculty in the department should have input.
- 3.4. An independent review will be conducted to advise the Provost in adjudicating any appeal.
- 3.5. Final determination of the closure of low producing minors and certificates rests with the university President or designee.
- 3.6. All catalog changes resulting from this review will follow the internal review process outlined in university procedure *11.10.99.C0.03 Development of Courses and Catalog Revisions*.
- 3.7. Biennially, TAMU-CC must submit to the chancellor and TAMUS Board of Regents a report of degree programs, minors and certificates that have not met minimum standards established by the THECB or the institution for the number of credentials awarded.
- 3.8. A closed program could be proposed as a new program in the future. Evidence for student demand and need for the program must be provided prior to starting the new program.

Related Statutes, Policies, or Requirements

System Policy [*11.09, Low-Producing Degree Programs*](#)

University Procedure [*11.10.99.C0.02, Development of Certificate Programs*](#)

University Procedure [*11.10.99.C0.03, Development of Courses and Catalog Revisions*](#)

University Procedure [*11.99.99.C0.01, Academic Minors*](#)

Contact Office

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