

Guidelines for authorization to use a protected term

For authorization to use the name "college," "university," "school of medicine," "medical school," "health science center," "school of law," "law school," or "law center" in the name of a corporation, association, or partnership, you must have **either** degree-granting authority **or** a letter from The Texas Higher Education Coordinating Board granting permission to use the term.

To obtain a letter granting permission please submit a letter stating:

- 1) Name of the Corporation, Association, or Partnership as submitted to the Texas Secretary of State.
- 2) Briefly state the business of the Corporation, Association, or Partnership. One or two sentences should be sufficient; do not cut and paste boilerplate language from the incorporation papers.
- 3) Include the following disclaimer, providing it is true: "The Corporation is not now nor will be a private institution of higher education or an educational or training establishment."

Note: If your school, corporation, association or partnership is a private institution of higher education or an educational training establishment, you can use the protected terms only if you have degree-granting authority from The Texas Higher Education Coordinating Board.

If you wish to have a response from the Coordinating Board faxed or emailed to you, request that in the body of the letter and list your fax number or email address there. The letter must contain the address and telephone number (corporate letterhead is acceptable) of the entity or person requesting the authorization. The letter may be sent by the entity requesting the authorization or an agent representing the entity (attorney or other entity authorized to represent the entity to facilitate the approval).

Please e-mail or fax this information to:

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