**SAM HOUSTON STATE UNIVERSITY  
NEW EMBEDDED ASSOCIATE DEGREE PROGRAM REQUEST**

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| **Directions:** The **New Embedded Associate Degree** proposal is to be used to propose a new embedded associate degree program within an existing Bachelor’s degree program **(for stop-out purposes only).**  **Note:** For analytical support regarding justification, [contact Program Analytics](https://shsu.co1.qualtrics.com/jfe/form/SV_cIK2OfvaXYoAZzU)  **Assistance:** Contact the [Office of Academic Planning and Program Development](mailto:programdev@shsu.edu) (936) 294-2291.  **University Curriculum Committee**:  [Belonging Resources Statement](#_Administrative_Information" \o " The pursuits of excellent teaching and fostering a campus environment that welcomes a wide range of perspectives are intertwined and integral to achieving Sam Houston State University’s mission of providing high-quality education, scholarship, and service for our regional, state, national, and international constituencies. Diversified curriculum helps to ensure that every student and faculty member has a chance to reach their full professional potential and be a fully enfranchised member of the university community. Faculty seeking to develop new courses and curriculum initiatives are encouraged to consider their diverse audiences and to visit the UCC website for curricular design recommendations, suggestions, and examples.)  *\* Asterisk denotes headers with directional information.* |

**Administrative Information**

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| **Administrative Program Information** |
| **Embedded Associate** |
| Associate of Arts  Associate of Science Other: |
| **1.** **Embedded Associate Program Name:** |
| **2.** \*[**Number of Required Semester Credit Hours (SCH):**](#_3.__Number) |
| **2**. \* [**Proposed** **CIP Code (Number/Title):**](#_2.__Proposed).   For CIP Code, see [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/) (Note: The THECB no longer accepts CIP Codes that end in “99”). |
| **3**. \*[**ProposedImplementation Date:**](#_6.__Proposed)Choose an item.Choose an item. |
| **4**. **\*** [**Proposal Contact Person(s):**](#_14.__*Proposal)  Name: Name:   Title: Title:  E-mail: Email:  Phone: Phone: |
| **Existing Bachelor’s Degree** |
| Bachelor of Arts  Bachelor of Science Bachelor of Music |
| **1.** \*[**Program Name:**](#_1.__Program) |
| **2**. \* [**CIP Code (Number/Title):**](#_2.__Proposed). |
| **3**. \***[Number of Required Semester Credit Hours (SCH):](#_3.__Number" \o " Enter the program's semester credit hours. A minimum of 120 SCH is required for a bachelorette degree program.)** |
| **4**. \*[**Administrative Unit:**](#_4.__Administrative) |
| **5.**  **\***[**Location and Delivery Mode (***Select all that apply***):**](#_5.__Location)In-Person**,** Hybrid**,** 100% Online  If modality, In-Person or Hybrid, will more than 50% of the program’s instruction take place at an off-campus location?  Yes  No  If yes, provide a) Title of off-campus location Click or tap here to enter text.;  b) Address of off-campus location Click or tap here to enter text.;  For all online delivery modes, see [THECB Approval of Distance Education Process](https://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/waar-de-approval-process-guidelines-final/) |
| [\***Administrative Notes:**](#_6.__APPD) |

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| **Embedded Associate Degree Program**Compiled by a department head/faculty and reviewed and approved by Department and College Curriculum Committees and Academic Dean, followed by a review and recommendation by the University Curriculum Committee. Once all sections have been completed, including the first 5 signatures/approvals, the Academic Dean or an Associate Dean (University Curriculum Committee Representative) from your college can submit the proposal to the Office of Academic Planning and Program Development through the appropriate **T:Drive: Curriculum** folder. If you have any questions, or need further support, please contact [Program Development](mailto:programdev@shsu.edu). *\* Asterisk denotes headers with directional information.* |
| 1. **\*****[Program Rational](#_1._Proposed_Program" \o "Data driven rational of need for the proposed associate degree program.):** Click or tap here to enter text. 2. **Embedded Associate Degree Curriculum: Complete Table 4** *While embedded associate degrees are not required to contain the full core curriculum, all academic degree programs in Texas are required to have 6 SCH in Government or Political Science and 6 SCH in American History. Embedded associate degrees must also meet associate degree general education accreditation requirements.*   **Table 4. Embedded Associate Coursework**   |  |  | | --- | --- | | **Degree Requirements** | **SCH** | | **Required Core Curriculum (list only SCH for each component)** |  | | Communication | 6 | | Mathematics | 3 | | Life & Physical Sciences | 8 | | Language, Philosophy, and Culture | 3 | | Creative Arts | 3 | | American History | 6 | | Government & Political Science | 6 | | Social & Behavioral Sciences | 3 | | Component Area Option | 4 | | **Required Courses** |  | | Course A (*e.g., CHEM 101 – Introduction to Chemistry)* |  | | Course B |  | | Course C, etc. |  | | **Elective Courses** |  | | Course A |  | | Course B |  | | Course C, etc. |  | | **Total Degree SCH Required** |  |  1. **[\*Curriculum: Existing Bachelor’s Curriculum: Complete Tables 5, 6, 7, and 8.](#A3" \o "Complete tables 5, 6, and 7 to list the required/degree specific courses, prescribed elective courses, and elective courses of the existing program and semester credit hours.)**   **Table 5. Degree Specific Requirements**   |  |  |  | | --- | --- | --- | | **Prefix and Number** | Required**/Degree Specific Requirement Course Title** | **SCH** | |  |  |  | |  |  |  | |  |  |  |   **Table 6. Required Courses (Major)**   |  |  |  | | --- | --- | --- | | **Prefix and Number** | **Prescribed Elective Course Title** | **SCH** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Table 7. Prescribed Elective Courses** (*Denote electives offered on a rotation basis with a pound sign #*)   |  |  |  | | --- | --- | --- | | **Prefix and Number** | **Prescribed Elective Course Title** | **SCH** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Table 8. Free Elective Courses**   |  |  |  | | --- | --- | --- | | **Prefix and Number** | **Free Elective Course Title** | **SCH** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Total Semester Credit Hours** | |  |  * + 1. **Comparable Curricula:** *If applicable, provide up to three links to comparable curricula. If none exist, please briefly describe the unique design of the curriculum.*        - 1. Will students be eligible for any licensures or certifications upon completion of coursework in the degree program?  Yes  No   **If yes***,* list the licensures and certifications.  Licensures:  Certifications: |
| **D)** **[\*Required Appendices:](#D3" \o "Attach the following required appendix to this form.)**    a. Prescribed Sequence of Courses |

**END FORM**

**Approval Recommendation Signatures:**

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| **Approval Recommendation Signatures:** |

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| **Approved by Department Head/Faculty** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
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| **Approved by Department Chair** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
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| **Approved by Department Chair 2 (Interdisciplinary)** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Department Chair 3 (Interdisciplinary)** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Department CC** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
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| **Approved by College CC** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
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| **Approved by Academic Dean** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Academic Dean 2 (Interdisciplinary)** | Approved  Disapproved | | | |  |  |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Academic Dean 3 (Interdisciplinary)** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. |  |  |  |  |
| **Approved by Director of APPD** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
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| **Approved by University CC** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
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| **Approved by ACC/Provost** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Board of Regents** | Approved |  | Disapproved |  |
|  | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by THECB** | Approved |  | Disapproved |  |
|  | Date: Click or tap here to enter date. | | | |

**CC = Curriculum Committee  
APPD = Academic Planning and Program Development**

**APPD Use Only  
  
Added to Banner**

Date: Click or tap here to enter date.

**Added to Degree Works**

Date: Click or tap here to enter date.

**Directional Prompts:**

**ADMINISTRATIVE PROGRAM INFORMATION**

**Embedded Associate**

**Proposed CIP Code:**   
Enter the proposed CIP Code/title for Texas. If CIP Code selected is outside the norm for the discipline, provide justification. A list of CIP Codes can be accessed at [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/). THECB no longer accepts CIP Codes that end in ‘99’.

**Number of Required Semester Credit Hours (SCH):**   
The minimum required semester credit hours for an associate degree program is 60 SCH.

**Proposal Contact Person:**   
Provide contact information for the person responsible for addressing any questions about the proposal.

**Existing Bachelor’s Degree**

**CIP Code:**   
Enter the proposed programs CIP Code/title for Texas.

**Number of Required Semester Credit Hours (SCH):**

Enter the program's semester credit hours. A minimum of 120 SCH is required for a bachelorette degree program.

**Administrative Unit**:   
Identify where the program fits within the organizational structure of the university (e.g., The Department of English within the College of Humanities and Social Sciences).

**Location and Mode of Delivery:**   
Provide the location of instruction and how the proposed program is delivered to students. (e.g., Instructed on the main campus, face-to-face, online).

**Proposal Contact Person:**   
Provide contact information for the person responsible for addressing any questions about the proposal.

**Administrative Notes:**

Additional administrative notes.

**EMBEDDED ASSOCIATE DEGREE PROGRAM**

**Program Rational**Data driven rational of need for the proposed associate degree program.

**Existing Bachelor’s Curriculum: Complete tables 5, 6, and 7.**

Complete tables 5, 6, and 7 to list the required/degree specific courses, prescribed elective courses, and elective courses of the existing program and semester credit hours.

**Required Appendices:**

Attach the following required appendix to this form.