|  |
| --- |
| **Directions:** The **4+1/3+2 (Existing Program) Change Request Form** is to be used to propose a 4+1/3+2-degree plan (baccalaureate + master’s level) using two existing degree programs. This form will be used to provide necessary administrative information and justification for the proposed program expansion.  **Note:**  For analytical support regarding justification, contact [Program Analytics Request](https://shsu.co1.qualtrics.com/jfe/form/SV_cIK2OfvaXYoAZzU).  **Assistance:** Contact the [Office of Academic Planning and Program Development](mailto:curriculum@shsu.edu;arg019@shsu.edu,%20dcaplinger@shsu.edu?subject=Curriculum%20Change) at (936) 294-2291.  **University Curriculum Committee**:  [Curriculum Development Statement](#_5._*" \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 all audiences and to visit the UCC website for curricular design recommendations, suggestions, and examples.)  *\* Asterisk denotes headers with directional information.* |

**SAM HOUSTON STATE UNIVERSITY  
4+1/3+2 (EXISTING PROGRAMS) CHANGE REQUEST FORM**

|  |  |  |
| --- | --- | --- |
| **Administrative Information (Existing Programs)**  Include administrative information for **both the baccalaureate and master-level** programs. | | |
|  | **Baccalaureate Program Information** | **Master Program Information** |
| **1. Existing Program Name:** |  |  |
| **2. \***[**CIP Code (Number/Title):**](http://www.txhighereddata.org/Interactive/CIP/) |  |  |
| **3. \*****[Number of Required Semester Credit Hours (SCH):](#_3.__Number" \o "The minimum semester credit hours for completion.)** |  |  |
| **4. \***[**Administrative Unit**:](#_4.__Administrative) |  |  |
| **5. \*** **[Location and THECB Defined Delivery Mode:](#_5.__Location" \o "Provide the location of instruction and how the program is delivered to students. (e.g., Instructed on the main campus, face-to-face).Online delivery mode requires the identification of the following categories: 1) Face-to-Face; 2) Hybrid, 3) 100% online.)** | Choose an item. | Choose an item. |
| **6. \***[**Contact Person:**](#_7.__Contact)  Contact person is the same for both programs | Name:  Title:  E-mail:  Phone: | Name:  Title:  E-mail:  Phone: |

|  |
| --- |
| **Administrative Information (Proposed 4+1/3+2 Program)** |
| **1. \*Proposed** **[Program Name:](#_1.__Program" \o "Show how the program would appear on the Coordinating Board’s program inventory (e.g., Bachelor of Business Administration in Accounting: 3+2 MBA). )** |
| **2. \*****[Number of Required Semester Credit Hours (SCH):](#_3.__Number" \o "The minimum semester credit hours for a 4+1 or 3+2 degree program is 150 or more unduplicated SCHs, with at least 30 graduate.)** |
| **3. \***[**Administrative Unit for Proposed Program:**](#_4.__Administrative) |
| **4.\*** **[Location and THECB Defined Delivery Mode](#_5.__Location" \o "Provide the location of instruction and how the proposed program will be delivered to students. Online delivery mode requires the identification of the following categories: 1) Face-to-Face; 2) Hybrid, 3) 100% Online):** Choose an item. |
| **5. \***[**ProposedImplementation Date:**](#_6.__Proposed)Choose an item.Choose an item. |
| **6. \***[**Contact Person:**](#_7.__Contact)  **Name:** **Title:** **E-mail:** **Phone:** |
| **7. \*** [**Department Curriculum Committee (DCC) Notes**](#_7.__Contact)**:** |
| **8.** \*[**College Curriculum Committee (CCC) Notes**](#_7.__Contact)**:** |
| **9.** \*[**Administrative Notes**](#_7.__Contact)**:** |

1. **Program Description** 
   1. **\*****[Purpose:](#purpose" \o " Provide an overview/description of the program, including the program learning objectives and overaching goals)**
      1. [**Program Learning Objectives**](file:///\\winfscommon\common\Acad%20Plan%20Assmt\APPD%20ProgDev_Curr%20Forms\Blooms%20Verbs.pdf)**:** Upon completion of the program, students will be able to:
         1. Learning Objective
         2. Learning Objective
         3. Learning Objective
         4. Learning Objective
         5. Learning Objective
   2. **\*****[Transition Plan:](#transition" \o "Describe the process to transition students into the 4+1 or 3+2 program. Include specific content on timing/SCH total/admission requirements for moving from undergraduate to graduate (including transfer students))**
   3. **\*****[General Admission Criteria:](#admission" \o "Describe the general admission requirements for admission into 4+1 or 3+2 program. This could include (but not limited to) GPA and prerequisite courses.)**
   4. **Please select the appropriate field below:**

Proposed 4+1/3+2 program **meets** minimum SCH requirements (150 or more unduplicated SCHs, with at least 30 graduate SCHs).

Proposed 4+1/3+2 program **does not** meet minimum SCH requirements (150 or more unduplicated SCHs, with at least 30 graduate SCHs).

1. **Justification:**
2. \***[Justification for proposed 4+1/3+2 program](#_1._Proposed_Program" \o "Justification of need for the 4+1 or 3+2, may include but not required workforce and/or student demand data.):**
3. **Curriculum:**
   1. **\*****[Description of course sequencing:](#course" \o "Provide a qualitative description of the course sequencing for the proposed 4+1/3+2 program. Please, be as detailed as possible in this section. In addition, complete the curriculum information tables below.)**

**Curriculum Information: Course List**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Prefix and Number** | **Course Title** | **SCH** |
| **Degree Specific Requirement** |  |  |  |
| **Major: Foundation** |  |  |  |
| **Major: Prescribed Electives** |  |  |  |
| **Electives: General** |  |  |  |
| **4+1 or 3+2 Master of Science/Art in TITLE** |  |  |  |
| **Thesis** |  |  |  |
| **OR** |  |  |  |
| **Project + Internship** |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**Curriculum Information: Plan of Study**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 1** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Year 2** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Year 3** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Year 4** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Year 5** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Year 6 (If applicable)** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total SCH** | | | **150** |

**Undergraduate/Graduate Course Crosswalk**: *Identify the undergraduate and graduate level course mapping (i.e., courses in the undergraduate degree plan that are satisfied by graduate courses in the 4+1/3+2.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Undergraduate Course (Prefix, Number Title)** | **SCH** | **Graduate Course (Prefix, Number, Title)** | **SCH** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Required Appendices:**
2. **Copy of current** [Undergraduate Degree](http://catalog.shsu.edu/undergraduate/) **Plan**
3. **Copy of current** [Graduate Degree](http://catalog.shsu.edu/graduate-and-professional/) **Plan**
4. **Marketable Skills:** *Identify 3-5 marketable skills that students will attain through the proposed program***.**

* Marketable Skill.
* Marketable Skill.
* Marketable Skill.
* Marketable Skill.
* Marketable Skill.

**END FORM**

**Approval Recommendation Signatures:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approval Recommendation Signatures:** | | | | |
| **Approved by Faculty/Requestor** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Department Chair** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Department Chair 2 (Interdisciplinary)1** | Approved  Disapproved | | | |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Department Chair 3 (Interdisciplinary)1** | Approved  Disapproved | | | |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by Department CC (If applicable)** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **Approved by College CC (If applicable)** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
|  |  |  |  |  |
| **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)1** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Academic Dean 3 (Interdisciplinary)1** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |
| **Approved by Director of APPD** | Approved |  | Disapproved |  |
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. | | | |

1Interdisiplinary sign-off is required at both the department/college level for the use of any non-core curriculum course within the proposed curriculum, which is housed outside of the proposed program’s academic college.

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

**APPD Use Only**

**Added to Catalog**

Date: Click or tap here to enter date.

**Added to Banner, if applicable**

Date: Click or tap here to enter date.

**Added to Degree Works**

Date: Click or tap here to enter date.

**Notified Advising**

Date: Click or tap here to enter text.

**Added to Apply Texas, if applicable**

Date: Click or tap here to enter date.

**Directional Prompts:**

**ADMINISTRATIVE INFORMATION (Existing Programs)**

**Proposed CIP:**   
Enter the CIP Code/Title.

**Number of Required Semester Credit Hours (SCH):**   
The minimum semester credit hours for completion.

**Administrative Unit**:   
Identify where the program would fit 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 will be delivered to students. (e.g., Instructed on the main campus, face-to-face). Online delivery mode requires identification of the following categories: 1) Face-to-Face; 2) Hybrid; 3) 100% Online.

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

**Department Curriculum Committee (DCC) Notes:**Add DCC notes, if applicable.

**College Curriculum Committee (CCC) Notes:**Add CCC notes, if applicable.

**Administrative Notes:**Add Administrative notes, if applicable.

**ADMINISTRATIVE INFORMATION (Proposed 4+1/3+2 Program)**

**Proposed Program Title:**

Show how the program would appear on the Coordinating Board’s program inventory (e.g., Bachelor of Business Administration in Accounting: 3+2 MBA.

**Number of Required Semester Credit Hours (SCH):**   
The minimum semester credit hours for a 4+1- or 3+2-degree program is 150 or more unduplicated SCHs, with at least 30 graduate SCHs.

**Administrative Unit**:   
Identify where the program would fit 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 will be delivered to students. (e.g., Instructed on the main campus, face-to-face). Online delivery mode requires identification of the following categories: 1) Face-to-Face; 2) Hybrid; 3) 100% Online.

**Proposed Implementation Date:**   
Provide the term and year that students would enter the program.

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

**PROGRAM DESCRIPTION**

**Overview/Description:**

Provide an overview/description of the program, including the program learning objectives and overaching goals.

**Transition:**

Describe the process to transition students into the 4+1 or 3+2 program. Include specific content on timing/SCH total/admission requirements for moving from undergraduate to graduate (including transfer students.

**Admission:**Describe the general admission requirements for admission into 4+1 or 3+2 program. This could include (but not limited to) GPA and prerequisite courses.

**Justification:**

Justification of need for the 4+1 or 3+2, may include but not required workforce and/or student demand data.

**Curriculum:**   
Provide a qualitative description of the course sequencing for the proposed 4+1/3+2 program. Please, be as detailed as possible in this section. In addition, complete the curriculum information tables below.