|  |
| --- |
| **Administrative Program Information (Current)**(Information reflects current program information **before** requested change) |
| **1. \***[**Minor Title:**](#_1._Program_Name:) |
| **2. \***[**Administrative Unit:**](#_4.__Administrative) |
| **3. \***[**Proposed Term and Year Date:**](#_6.__Proposed)Choose an item.Choose an item. |
| **4.** **\***[**Contact Person**](#_7.__Contact)**(s):** Name: Title: E-mail: Phone:Name: Title: E-mail:  Phone |
| **5. \***[**Department Curriculum Committee (DCC) Notes**](#_7.__Contact)**:**  |
| **6. \***[**College Curriculum Committee (CCC) Notes**](#_7.__Contact)**:** |
| **&. \***[**Administrative Notes**](#_7.__Contact)**:**  |

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| **Directions:** The **Minor Change Request Form** is to be used for existing programs intending to request a) a name change, b) a relocation (department/college), c) an increase or decrease in total semester credit hours, or d) deletion. Please, note that justification is required for all minor change requests. **Assistance:** Contact the Office of Academic Planning and Program Development at (936) 294-2291. **University Curriculum Committee**: [Curriculum Development Statement](#_1._*_Minor" \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.Screen tip here)*\* Asterisk denotes headers with directional information.* |

**SAM HOUSTON STATE UNIVERSITY
MINOR CHANGE REQUEST FORM**

1. **Requested Change:**

*Please select the appropriate selection and complete the proceeding information based on your selection. For analytical support regarding justification,* [*contact Program A*](https://shsu.co1.qualtrics.com/jfe/form/SV_6x0A7oHgB4EmH2Z)*nalytics.*

[ ]  **Minor** **Title Change**

**New Title**: Click or tap here to enter text.

**Justification** *(Required if selected)*:Click or tap here to enter text.

[ ]  **Minor Relocation**

**New Department**: Click or tap here to enter text.

**New College:** Click or tap here to enter text.

**Identify Course(s) for Deletion (if applicable) in degree program**: Click or tap here to enter text.

**Identify Course(s) for Addition (if applicable) in degree program**: Click or tap here to enter text.

**Justification** *(Required if selected)*:Click or tap here to enter text.

[ ]  **Minor Semester Credit Hour (Increase/Decrease)**

**New Total Semester Credit Hours**: Click or tap here to enter text.

**Identify Course(s) for Deletion (Decrease)**: Click or tap here to enter text.

**Identify Course(s) for Addition (Increase)**: Click or tap here to enter text.

**Justification** *(Required if selected)*:Click or tap here to enter text.

[ ]  **Minor Deletion**

**Justification** *(Required if selected)*:Click or tap here to enter text.

**END FORM**

**Approval Recommendation Signatures**

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| **Approval Recommendation Signatures:** |
| **Approved by Department Head/Faculty** | 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 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 Director of APPD** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |

 **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**

**Minor Title:**Show how the program would appear on the Coordinating Board’s program inventory (e.g., Minor English Literature).

**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).

**Proposed Term and Year Date:**
Provide the term and year that students would enter the program (e.g., Spring 2023).

**Contact Person(s):**
Provide contact information for the person(s) 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**.**