**SAM HOUSTON STATE UNIVERSITY  
NEW MICRO-CERTIFICATE FORM**

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| **Directions:** The **New Micro-Certificate** form is to be used to propose an undergraduate or graduate micro-certificate.  (**Note:** All courses associated with the certificate must either already be in SHSU's course inventory or have been submitted to the Office of Academic Planning and Program Development and are going through the curriculum approval process simultaneously with the proposed certificate).  **Note:**  For optional analytical support regarding justification, submit a [Program Analytics Request](https://shsu.co1.qualtrics.com/jfe/form/SV_cIK2OfvaXYoAZzU).  **Assistance:** Contact the [Office of Academic Planning and Program Development](mailto:programdev@shsu.edu) 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 their all audiences and to visit the UCC website for curricular design recommendations, suggestions, and examples.)  *\* Asterisk denotes headers with directional information.* |

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| **Administrative Program Information**  (Optional: Completed by Program Analytics) |
| **1. \***[**Program Name**](#_1._Program_Name:)**:** |
| **2. \***[**Proposed CIP Code/Title**](#_1._Program_Name:)**:**  *For CIP Code, see* [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/) |
| **3. \*****[Number of Required Semester Credit Hours (SCH)](#_3.__Number" \o "SHSU Micro-Certificates range between 3 - 11 SCH for Undergraduate and 3 - 8 SCH for Graduate.):** (*SHSU Micro-Certificates range between* *3 – 11 SCH for Undergraduate and 3 – 8 SCH for Graduate.)* |
| **4. \***[**Administrative Unit:**](#_4.__Administrative) |
| **5. \***[**Location and THECB Defined Mode of Delivery:**](#_5.__Location)Choose an item. |
| **6. \***[**Proposed Implementation Date:**](#_6.__Proposed)Choose an item.Choose an item. |
| **7. \***[**Contact Person**](#_7.__Contact)**(s):** Name: Name:Title: Title:E-mail: E-mail:Phone:Phone: |
| **6. \***[**Department Curriculum Committee (DCC) Notes**](#_7.__Contact)**:** |
| **7. \***[**College Curriculum Committee (CCC) Notes**](#_7.__Contact)**:** |
| **8. \***[**Administrative Notes**](#_7.__Contact)**:** |

**I. Need:**

1. **Justification of Need**: *(Justification of need may include (but not required) workforce and/or student demand data.)*

**B. Optional Appendix: Program Analytics Summary** *(Completed by Program Analytics)*

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| **Program Analytics Request Submission Date:** Click or tap here to enter text.  **Program Analytics Summary Completion Date:** Click or tap here to enter text.  **Program Analytics Evaluation:** Click or tap here to enter text. |

**II. Quality:**

1. \*[**Overview** *(Description/Rational)***:**](#_A._Overview:_Provide)
   1. [**Learning Objectives**](file:///\\winfscommon\common\Acad%20Plan%20Assmt\APPD%20ProgDev_Curr%20Forms\Blooms%20Verbs.pdf):
      1. **Upon completion students will be able to**:
         1. Learning Objective
         2. Learning Objective
         3. Learning Objective
         4. Learning Objective
         5. Learning Objective
2. **\***[**Admission Requirements:**](#_B._Admission_Requirements:)

**C. \***[**Curriculum:**](#_C._Curriculum:_Please)

|  |  |  |
| --- | --- | --- |
| **Required Courses** | | |
| **Prefix and Number** | **Title** | **SCH** |
|  |  |  |
|  |  |  |
| **Prescribed Electives** | | |
|  |  |  |
|  |  |  |
| **Free Electives** | | |
|  |  |  |
|  |  |  |
| **Other Curriculum Restrictions/Requirements** | | |
|  | | |
| **TOTAL Semester Credit Hours:** | | |

*Note with an asterisk (\*) new courses that would be added to SHSU’s course inventory if the proposed certificate is approved*.

D. **Marketable Skills**: *(Identify 3-5 marketable skills students will attain through the proposed micro-certificate.)*

1. Marketable Skill
2. Marketable Skill
3. Marketable Skill
4. Marketable Skill
5. Marketable Skill

**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 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**

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**

Date: Click or tap here to enter date.

**Directional Prompts**

**ADMINISTRATIVE INFORMATION**

**Program Name:**Show how the program would appear on the Coordinating Board’s program inventory (e.g., Micro-Certificate in Management; Micro-Certificate in Human Resources).

**Proposed CIP:**   
A list of CIP Codes can be accessed at [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/).

**Number of Required Semester Credit Hours (SCH):**   
SHSU Micro-Certificates range between 3 - 11 SCH for Undergraduate and 3 - 8 SCH for Graduate.

**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).

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

**Contact Person(s):**   
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.

**QUALITY**

**Overview:**   
Provide a description and rationale of the proposed micro-certificate, including the educational objectives.

**Admission Requirements:**   
Provide the university’s general admission standards as well as program-specific admission requirements.

**Curriculum:**   
Please complete the curriculum table below, listing the required courses, prescribed electives, electives, and other curriculum restrictions/requirements. Add rows if needed.