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| **Directions:** The **Minor Change Request Form** is to be used for existing programs intending to a) request a name change, b) request an increase or decrease in total semester credit hours, or c) request a program 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.*\*Hover over headers for additional information* |

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| **Current Program Information**(Information reflects current program information **before** requested change) |
| **1.** [**Program Name:**](#_1._Program_Name:) |
| **2. Department:**  |
| **3. College:**  |
| **4.** [**Proposed Implementation Date:**](#_6.__Proposed) |
| **5.** [**Contact Person**](#_7.__Contact)**:** Name: Title: E-mail: Phone: |

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

**University Curriculum Committee**:

[Diversity and Inclusion Statement](#_1._Program_Name:" \o "The pursuits of excellence and inclusion 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. Diversity in the 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. )

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

[ ]  **Title Change**

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

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

[ ]  **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.

[ ]  **Program Deletion**

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

1. **Program Approvals**

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| --- | --- | --- | --- | --- |
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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. |
|  |  |  |  |  |
| **Approved by Associate Dean (UCC)** | 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 APPD Director** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
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 **UCC = University Curriculum Committee
CC = Curriculum Committee
APPD = Academic Planning and Program Development**

**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.