**SAM HOUSTON STATE UNIVERSITY  
CONCENTRATION/TRACK CHANGE REQUEST FORM**

|  |
| --- |
| **Directions:** The **Concentration (Undergraduate)/Track (Graduate) Change Request Form** is to be used for existing programs intending to a) add a new concentration/track or b) delete a concentration/track from an existing degree program.  **Note:**  For analytical support regarding justification, [contact Program A](https://shsu.co1.qualtrics.com/jfe/form/SV_6x0A7oHgB4EmH2Z)nalytics.  **Assistance:** Contact the [Office of Academic Planning and Program Development](mailto:programdev@shsu.edu) at (936) 294-2291.  *\*Hover over headers for additional information* |

**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. )

|  |
| --- |
| **Program Information** |
| **1.** [**Program Name**](#_1._Program_Name:)**:** |
| **2. Concentration/Track Title:** |
| **3.** [**Proposed CIP Code (Number/Title):**](#_2.__Proposed) |
| **4. Department:** |
| **5. College:** |
| **6.** [**Proposed Implementation Date:**](#_6.__Proposed) |
| **7.** [**Contact Person**](#_7.__Contact)**:**Name:Title:E-mail:Phone: |

1. **Requested Change:**

*Please select the appropriate selection and complete the proceeding information based on your selection.*

Addition of Concentration/Track

**If selected, sections I-V required.**

Deletion of Concentration/Track

**If selected, only sections I and V required.**

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

**Deletion Term/Catalog:** Click or tap here to enter text.

1. **Catalog Change Requirement:**

*Please select the appropriate box below*

The proposed concentration is a 20% or less change from the existing SHSU program/concentrations.

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

The proposed concentration is between 21-49% different from the existing SHSU program/ concentrations.

\*Please note that additional OAPA approval will be required if this is selected since THECB defines catalog changes to be 20% or lower and new programs 50% or greater.

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

The proposed concentration is a 50% or greater change from the existing SHSU program/concentrations.

\*Please note that THECB defines the threshold for new programs to be 50% or greater. Therefore, this addition would **not** be added as a concentration. The proposed program would be considered a new degree program and would be required to go through the new degree program development process. If special circumstances exist, which need to be considered, please, provide detailed content in the Justification field.

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

1. **Curriculum:**
   1. [**Degree Plan Information:**](#course) *Complete tables below.*

**Proposed Concentration Degree Plan (Course List)**

|  |  |
| --- | --- |
|  | **SCH** |
| **[Degree Specific Requirements](#DSR" \o "Note: identify all Degree Specific Requirement Courses that overlap with a core curriculum component)** |  |
| *i.e., “Course Name, Course Number”* |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **[Major: Foundation Courses](#FM" \o " Foundation courses should remain the same across differing concentration/tracks with the Concentration/Track courses being the unique or differing factor.)** |  |
| *i.e., “Course Name, Course Number”* |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Concentration Courses** |  |
| *i.e., “Course Name, Course Number”* |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total SCH for Degree Plan w/ Concentration |  |

*\*For multiple concentrations, copy/paste the table and repeat.*

*\*\*Please note that the 20% difference between concentrations* ***CAN NOT*** *come from the Core Curriculum or Major Foundation but instead should come from Prescribed or Free Elective hours.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 1** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |
| **Year 2** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |
| **Year 3** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |
| **Year 4** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |
| **Total:** | | | |

**Note*:*** **Bold Font:** Denotes courses are proposed new courses.

**Footnotes:**

a. Satisfies the requirement for Core Curriculum Component Area I: Communications (6 SCH).

b. Satisfies the requirement for Core Curriculum Component Area II: Mathematics (3 SCH)

c. Satisfies the requirement for Core Curriculum Component Area III: Life and Physical Science (8 SCH).

d. Satisfies the requirement for Core Curriculum Component Area IV: Language, Philosophy, and Culture (3 SCH).

e. Satisfies the requirement for Core Curriculum Component Area V: Creative Arts (3 SCH).

f. Satisfies the re uirement for Core Curriculum Component Area VI: U.S. History (6 SCH).

g. Satisfies the requirement for Core Curriculum Component Area VII: Political Science/Government (6 SCH).

h. Satisfies the requirement for Core Curriculum Component Area VIII: Social and Behavioral Sciences (3 SCH).

i. Satisfies the requirement for Core Curriculum Component Area IX: Component Area Option (4 SCH).

# **IV Approval Recommendation Signatures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. | | | |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **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. | |  | | **Added to Apply Texas (If applicable)** | | Date: Click or tap here to enter date. | |

**END FORM**