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| --- |
| **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 A](https://shsu.co1.qualtrics.com/jfe/form/SV_6x0A7oHgB4EmH2Z)nalytics.  **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.  *\*Hover over headers for additional information* *\*\* Select left arrow to expand collapsed information* |

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

**University Curriculum Committee**: Diversity and Inclusion Statement (Pending Review)

|  |  |  |
| --- | --- | --- |
| **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) |  |  |
| **4. \***[**Administrative Unit**:](#_4.__Administrative) |  |  |
| **5. \*** **[Location and 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) |
| **2. \***[**Number of Required Semester Credit Hours (SCH):**](#_3.__Number) |
| **3. \***[**Administrative Unit for Proposed Program:**](#_4.__Administrative) |
| **4.\*** [**Location and Delivery Mode**](#_5.__Location)**:** Choose an item. |
| **6. \***[**ProposedImplementation Date:**](#_6.__Proposed) |
| **6. \***[**Contact Person:**](#_7.__Contact) **Name:** **Title:** **E-mail:** **Phone:** |

*\*\* Select left arrow to expand collapsed information*

1. **Program Description:**
   1. **\***[**Purpose:**](#purpose)
      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)
   3. **\***[**General Admission Criteria:**](#admission)
   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:**
   1. \*[Justification for proposed 4+1/3+2 program](#_1._Proposed_Program):
2. **Curriculum:**
   1. **\***[**Description of course sequencing:**](#course)

**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** |
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|  |  |  |  |
|  |  |  |  |
| **Year 4** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
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|  |  |  |  |
|  |  |  |  |
| **Year 5** | | | |
| **Fall** | **Hours** | **Spring** | **Hours** |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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 students will attain through the proposed program.

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

1. **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 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. | | | | | | | |
|  |  |  | |  | |  | | |
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**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.