**SAM HOUSTON STATE UNIVERSITY  
NEW DEGREE PROGRAM REQUEST: STAGE II FINANCIAL ANALYSIS**

**BACHELOR AND MASTER’S**

**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. )

|  |
| --- |
| **Directions:** The **New Degree Program Request: Stage II Financial Analysis** form is to be used to propose a new Bachelor’s or Master's degree program in which (a) the new costs to the program during the first five years of the program **would not** exceed $2 million and (b) the proposed program is a non-engineering program.  **Before submitting this form to** [**Program Development**](mailto:programdev@shsu.edu)**:** A New Degree Program Request: Stage I Need Analysis form must have completed the review/approval process with all required signatures.  **Assistance:** Contact the [Office of Academic Planning and Program Development](mailto:programdev@shsu.edu) (936) 294-2291  *\*Select left arrow to uncollapse information*  *\*\*Hover over Level 1&2 Headers for additional information*  *\*\*\**[*Additional instructional material*](https://www.shsu.edu/dept/academic-planning-and-assessment/program-analytics#training) |

# **Administrative Information**

Completed by Program Analytics.

|  |
| --- |
| **Administrative Information**  Bachelor Program  Master Program 3+2 Program Structure 4+1 Program Structure |
| 1. [**Program Name:**](#_1.__Program) |
| 2. [**Proposed CIP Code (Number/Title):**](#_2.__Proposed) |
| 3.**[Number of Required Semester Credit Hours (SCH):](#_3.__Number" \o "The typical semester credit hour range for a master’s degree program is between 30 to 36 SCH and 54 to 60 SCH for a terminal Master’s degree.*If the number of SCH exceeds 120 for a bachelor’s program, an additional appendix is required documenting the compelling academic reason for requiring more SCHs, such as program accreditation requirements, statutory requirements, and/or licensure/certification requirements that cannot be met without exceeding 120 SCH.)** |
| 4. [**Administrative Unit:**](#_4.__Administrative) |
| 5. [**Location and Delivery Mode:**](#_5.__Location)Choose an item. For all online delivery modes, see [THECB Approval of Distance Education Process](https://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/waar-de-approval-process-guidelines-final/) |
| 6. [**ProposedImplementation Date:**](#_6.__Proposed) |
| 7. [**Contact Person:**](#_7.__Contact) Name:Title:E-mail:Phone: |
| 8. [**Administrative Notes:**](#_6.__OAPA) |

*The following proposal form is divided into three stages (I Needs Analysis; II Financial Analysis; and III Content and Quality), which are essential for establishing a thorough review of the proposed program. Please, complete the stages in order, with the appropriate approval workflows as described between each.*

# **Stage 2: Financial Analysis**

Completed by a department head/faculty, in consultation with a respective Dean and/or Department Head, Sam Houston State University’s Program Development, Program Analytics team, and Financial Planning and Budget Office.

|  |
| --- |
| **Stage 2: Financial Analysis***Compiled by a department head/faculty, in consultation with Sam Houston State University’s Program Development, Program Analytics, and Financial Planning and Budget Office. Once you have completed sections A, B, C, and D, and the Required Appendices 1 and 2 are attached by the department head/faculty, the Stage II draft is submitted to the* [*Program Development*](mailto:programdev@shsu.edu) *who coordinates an initial meeting with the Financial Planning and Budget Office. During this initial meeting, Financial Planning and Budget will clarify any information and/or ask additional questions to complete the Five-Year Costs and Funding Sources Summary (section E), to be presented/discussed upon delivery in a debrief meeting with department head/faculty, Academic Dean, Academic Planning, Program Analytics, and VP for Academic Affairs. The Academic Dean, VP for Academic Affairs, and Provost will then meet to attain the Provost’s sign-off on Stage II prior to the proposal progressing to Stage III.* *\*\*Hover over Level 1&2 Headers for additional information* |
| 1. **[Library Resources](#A2" \o "A letter or other statement from the librarian describing the adequacy of existing resources is required (include in Required Appendices of Stage III).  Provide the library director’s assessment of both paper and electronic library resources necessary for the proposed program.  Describe plans to build the library holdings to support the proposed program. Include the amount allocated to the proposed program.):** Letter/statement from librarian required. |
| 1. **[Facilities and Equipment:](#B2" \o "Describe the program’s need for classrooms, offices, computer labs, or other building spaces. If the program will administer university media or student publications, include a description of equipment and facilities devoted to those operations. Ensure that you evaluate and express how well equipment and facilities enable and promote effective scholarship, teaching, learning, and transitions to post-graduate/workforce careers.)**   **Table B-1: Facilities and Equipment**   |  |  |  |  | | --- | --- | --- | --- | | **Facilities and Equipment** | **Description of Need** | **Description of Use** | **Anticipated Costs (Funding)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| 1. [**Faculty and Personnel:**](#C2)   **Table C-1: Faculty Teaching in Proposed Program**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Faculty (New/Reallocated)** | **Start Term  *in program*** | **Rank** | **Anticipated Salary (Funding)** | **Course(s)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| 1. **[Other Resources:](#D2" \o "Describe any additional resources (e.g., travel, operations & maintenance) that would be incurred because of the proposed program.)** |
| 1. **Authorization for the Office of Finance and Operations to Conduct a *Five-Year Cost and Funding Summary* on behalf of the college.**   Please, ensure that a Stage I: Needs Analysis form has received approval, and all material in Stage II is reviewed prior to authorization.  **Academic Dean*’*s Authorization**  I certify that I have reviewed all materials provided and authorize the Office of Finance and Operations to conduct a Five-Year Cost and Funding Summary for the proposed program based on the premise of potential funding pathways.  Click or tap here to enter signature.  Academic Dean’s Signature  Click or tap here to enter date.  Date  **Academic Dean Comments (Optional):**  Click or tap here to enter comments or concerns from Academic Dean. |
| 1. **Five-Year Costs and Funding Sources Summary:** Contact [Program Development](mailto:programdev@shsu.edu) to assist in the preparation of the needed documentation for this section.   To be completed by the Vice President for Finance and Operations or his/her designee:  **Comments from Finance and Operations Review:**  Click or tap here to enter text. |
| 1. **[Required Appendices:](#F2" \o "Please attach the following, required appendices with Stage II of this form.)**    1. **Course Sequencing Spreadsheet**    2. **Librarian’s Signed Statement of Adequate Resource**    3. **Office of Finance and Operations: Five Year Cost and Funding Summary** |
| 1. **[Approvals to Progress Program Proposal to Stage III:](#G2" \o "Working through the Educational Programs Analyst, submit the completed Stage II: Financial Analysis to the Office of Academic Planning and Assessment for review and submission to the Office of the Provost for final approval.)** **Content and Quality**   **Academic Dean*’*s Signed Approval of Cost and Funding**  I certify that the facilities, equipment, personnel, and other resources needed for the proposed program, as well as the five-year costs and funding sources summary, have been reviewed. Further, I certify that adequate facilities, equipment, and other resources, are/will be available in the college to support the requested change.  Approve to Progress to Stage III: Content and Quality  Needs More Discussion  Disapprove  Click or tap here to enter signature.  Academic Dean’s Signature  Click or tap here to enter date.  Date  **Provost*’*s Signed Approval of Cost and Funding**  Approve to Progress to Stage III: Content and Quality  Needs More Discussion  Disapprove  Click or tap here to enter signature.  Provost’s Signature  Click or tap here to enter date.  Date |

**END STAGE II**