***Oklahoma State University***

**INTERNAL ROUTING/SIGNATURE APPROVAL SHEET for   
NEW and MODIFIED DEGREE PROGRAMS**

**This routing sheet is to be used for all new program proposals or for modifications to existing programs (certificate and degree programs). Signatures of individuals below indicate their review and approval of the attached Program Request. Please attach this routing sheet to the Regents Program Request Form, along with the complete proposal.**

**Title of Existing Program** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Proposed Program

Type of Program *(circle)*: **BACCALAUREATE MASTERS DOCTORATE**

**CERTIFICATE: (Undergraduate or Graduate) SPECIALIST**

Name of Academic Unit (e.g., Department, Division, School)

Name of Dept./School Head or Program Director

Name and Title of Contact Person

Campus Address and Phone of Contact Person

Printed Name: Department/School Curriculum Chair Signature/Date

Printed Name: Academic Unit Graduate Coordinator**\*** Signature/Date

Printed Name: Dept./School Head or Program Director Signature/Date

Printed Name: College Curriculum Chair Signature/Date

Printed Name: College Dean Signature/Date

Printed Name: Graduate Council Vice-Chair**\*** Signature/Date

Printed Name: Graduate Dean**\*** Signature/Date

Printed Name: Instruction Council Chair Signature/Date

**\*Required only for graduate programs.**

***Embedded Certificate Designation Request for Existing Certificate***

Click here to select your institution.

Institution Submitting Proposal

Click here to enter text.

Title of Existing Certificate

Click here to enter text.

Title of Existing Program and State Regents’ Program Code

**Signature of Chief Academic Officer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Embedded Certificate** is a postsecondary credential comprised of a course of study in which the curriculum required is a subset of a single existing undergraduate or graduate degree and is designed to provide specific skills and knowledge that can be readily transferred to the workforce.

**Curriculum**

The curriculum for an embedded certificate shall be a subset of required courses in a single existing degree, and comply with any accreditation or certification standards. Up to 50 percent of the coursework required in an embedded certificate may come from related or guided electives courses and/or general education courses. (3.4.5.D)

A list of the curriculum required for the embedded certificate and the curriculum for the undergraduate or graduate degree in which the certificate is embedded must be included with the request.

|  |  |
| --- | --- |
| List curriculum for embedded certificate below | List curriculum for main program |
| Click here to enter text. | Click here to enter text. |