***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.**

***Oklahoma State Regents for Higher Education***

**EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM**

Click here to select your institution.

Institution Submitting Proposal

Click here to enter degree, program title, and State Regents’ 3-digit program code.

[i.e. Bachelor of Science in Engineering (101)]

To request approval for an existing program to be offered through online delivery or other computer-mediated format, the President must send a Letter of Intent to the Chancellor. (NOTE: new programs must be requested through the *Academic Program Approval* policy)

Date of Letter of Intent: Click here to enter a date.

(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval: Click here to enter a date.

**Signature of President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click here to enter a date.

**Complete this form ONLY if the requesting institutions HAS gone through the electronic delivery approval process and has been approved to offer electronically delivered programs.**

**3.17.12 Approval of Subsequent Online Programs**

1. **Delivery Method**

Clearly describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.17.11.B.2)

Click here to enter text.

1. **Demand for the Program**

The proposed delivery method of the existing program must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate that the demand for electronic delivery of the existing program extends access to place bound and non-traditional students, facilitates Oklahoma’s economic development by strengthening pathways to academic degree and certificate attainment, and enhances institutional resource efficiency.

1. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide evidence of survey responses or other data collected indicating student interest in electronic delivery of this program. The response should also explain how approval for online delivery will better serve current and/or prospective students.

Click here to enter text.

1. Employer Demand: Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: <https://www.okhighered.org/econ-dev/dashboards/>, <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/>, and <https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/>). Where appropriate, provide evidence, normally in the form of letters of support or copies of advisory board minutes, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to pay higher salaries to graduates of the proposed program. The response should clearly identify positions that graduates will be prepared for after completing this program.

Click here to enter text.

1. **Cost and Funding of the Proposed Program**

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution’s overall need for funds. (3.17.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

Click here to select your institution.

Institution Submitting Proposal

Select Level I Designation for proposed program

Formal Degree (Level I)

Click here to enter program name

(i.e. Bachelor of Science in Biology)

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

*Note:* The following responses addressing distance education are **separate from**the program’s **electronic delivery approval.**

For the proposed program, ***including*** general education courses, please select the statement that describes the program’s distance education availability:

ALL of the courses in the proposed program can be completed entirely online.

SOME of the courses in the proposed program can be completed entirely online.

NONE of the courses in the proposed program can be completed entirely online.

For the proposed program, ***including*** general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory\* onsite\*\* component: Yes  No

The program has a non-mandatory\* onsite component: Yes  No

\* For the purposes of these questions, a mandatory onsite component refers to a course requirement or activity in which a student MUST be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student’s overall class performance and grade. A non-mandatory onsite component refers to an activity in which the student is not required to participate, such as tutoring, attending events, meeting with advisor and will not impact the student’s overall class performance and grade.

\*\* For the purposes of these questions, onsite refers to the physical campus and NOT off-campus locations for internships, practica, clinicals, etc.