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.