

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 - New Program Request Form
(created for abbreviated approval process for certificate
coursework existing within a single approved program)***

Click here to select your institution.
Institution Submitting Proposal

Click here to enter text.
Title of Proposed Embedded Certificate

Click here to enter text.
Title of Existing Program and State Regents' Program Code

Click here to enter text.
Location (where the program will be offered)

Select delivery method.
Method of Delivery (i.e., on-site/electronic media/combined)

CIP Code (6 digits) Click here to enter text.

Program Code requested for embedded certificate Click here to enter text.
(if left blank, the next available program code will be used)

Academic Unit (e.g. Department, Division, School) Click here to enter text.

Name of Academic Unit Click here to enter text.

Name of Program Director Click here to enter text.

Intended Date of Implementation Click here to enter text.

Anticipated Date for Granting First Embedded Certificates Click here to enter text.

Specialty Accrediting Agency Click here to enter text.

Name and Title of Contact Person Click here to enter text.

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

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

Signature of President: _____ **Date:** _____

Background on Certificates for Complete College America¹. For certificates to have a decisive contribution to the national postsecondary preparedness, states must ensure certificates are:

- of high quality
- rigorous enough to have real value
- tailored to the job market
- widely available
- designed for timely completion

There are three categories of certificates based on length:

- **Short-Term Certificates:** certificates for programs designed for completion in less than one academic year (SR Code *12*; less than 30 credit hours)
- **Long-Term Certificates:** certificates for programs designed for completion in at least one but less than two academic years (coded by SR as *10*; at least 30 but less than 60 hours)
- certificates for programs designed for completion in at least two but less than four academic years (*we do not have any of these in Oklahoma; nationally, these account for less than 5% of all certificates*)

Certificates vs. Certifications. Certifications and licenses are based on assessment processes that recognize competencies in a particular occupational specialty as measured against a set of standards. These are typically awarded by third-party, standard-setting bodies (not academic institutions). Individuals may or may not prepare for certifications and licensure exams through academic study and they are only infrequently tied to academic awards.

National Research. Based on this report, the following data are provided:

- Long-term certificates have significantly higher labor market value than short-term certificates because of greater technical and academic rigor and because of the wider range of job-related skills provided.
- Long-term certificates are consistently linked to increased earnings.
- Long-term certificate completers make more earnings than non-completers.
- Long-term certificate completers make more earnings than short-term certificate completers.
- Stronger labor market returns are found in long-term certificate completers in:
 - Nursing and allied health care
 - Technology
 - construction trades
 - mechanical and repair trades
- Weaker labor market returns are found in long-term certificate completers in:
 - Service occupations
 - humanities
- Short-term certificates seem to only increase earning power for adults well launched in their career.
- Short-term certificates do NOT seem to increase earning power for young adults or older and dislocated workers seeking a start in a new occupation.
- All certificates should be “built for completion” meaning that the course schedules and enrollment options are tightly focused on needs of students, including alignment with associate degrees.

¹Source: Bosworth, Brian, (December 2010). Certificates Count: An Analysis of Sub-baccalaureate Certificates. Complete College America; www.completecollege.org.

Evaluation Criteria for Embedded Certificate Programs in Existing Approved Degree Programs

A. 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; the proposal must describe how it is embedded and articulates with the related main approved degree program at the institution. 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 proposed curriculum must be included with the proposal. **A list of the curriculum of the program in which the certificate is embedded must also be included with the proposal.**

[Click here to enter text.](#)

Total number of hours required for certificate:	Click here to enter text.
Number of hours in general education:	Click here to enter text.
Number of hours in core:	Click here to enter text.
Number of hours in related/electives (if applicable):	Click here to enter text.

B. Faculty

Faculty resources are assumed to be adequate and appropriate for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist in faculty resources, please specify.

No Differences

Differences: ([Click here to specify differences.](#))

C. Support Resources

Appropriate and adequate support resources are assumed for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist, please specify.

No Differences

Differences: ([Click here to specify differences.](#))

D. Demand for the Program

Proposed embedded certificate programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed embedded certificate.

1. Student Demand: Evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related program(s) at the institution, should be adequate to expect a reasonable level of productivity. (3.4.5.F)

[Click here to enter text.](#)

2. 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 the appropriate service area. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should 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. (State Regents' Policy 3.4.5.F)

[Click here to enter text.](#)

E. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed embedded certificate are assumed to be sufficient based on the main approved program offering. If significant funding issues exist for the proposed embedded certificate, please specify and identify sources of funding.

No Differences

Differences: ([Click here to specify differences.](#))

F. Program Review and Assessment

Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date of last review for the program in which the certificate is embedded: [Click here to enter text.](#)

G. Distance Education and Traditional Off-Campus Courses and Programs

If the proposed embedded certificate will be offered through distance education and the main approved degree program has not been approved for offering through a distance education, the embedded certificate must meet the policy requirements in 3.16.11 Program Approval Procedures for Online Programs.

Program will NOT be delivered online

If requesting online delivery (check all that apply):

Institution is already approved for Distance Education

Institution NOT approved for Distance Education

Existing program is already approved for Distance Education

Existing program is NOT approved for Distance Education

Request for online delivery for embedded certificate only (complete section H below)

H. Delivery Method

Electronically Delivered Programs must also 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. (State Regents' policy 3.16.11.B.2)

[Click here to enter text.](#)