

PROGRAM DEVELOPMENT AND MODIFICATION PROCEDURES

April 2024

The Oklahoma State Regents for Higher Education (OSRHE) outlines the process for requesting new degrees and certificates and modifying current degree programs. This document is intended to assist you with this process.

- Always refer to the State Regents' Policy on Academic Program Approval
<https://okhighered.org/wp-content/uploads/2023/12/2023-12-Policy-Chapter-3.pdf>
- OSU currently uses CourseLeaf/CIM Programs to modify existing programs and propose new programs.
<https://catalogadmin.okstate.edu/programadmin/>

- 1) A proposal for a new degree or program modification begins in a department. After the proposal is fully developed in written form, it must be approved at the department level and by the College Curriculum Committee before being assessed by central administration.
- 2) Graduate Council Approval
 - a) The Graduate Council must approve all proposals for new graduate certificates, master's and doctoral degrees, and modifications to all graduate degrees. Graduate Council meetings are held on the last Friday of each month, except June and July. Modifications and new program proposals should be routed through the CourseLeaf/CIM Programs workflow to the Graduate College queue at least two weeks in advance.
- 3) Professional Education Approval
 - a) A proposal, as well as course action forms, if related to a professional education program, must be submitted to the Professional Education Council for review by the Conceptual Framework, Knowledge Base, and Certification Committee to ensure professional education programs remain consistent with the requirements of the University, the various accrediting agencies, and the state - department. The Council meets once each semester, while the committee meets as needed. Materials should be submitted to Casey Powell, 325L Willard Hall. Each college is responsible for submitting proposals for professional education programs to the Professional Education Council for review.
- 4) Multidisciplinary Degrees
 - a) Proposals for multidisciplinary degrees must be reviewed and approved by the participating departments and colleges. One college should be identified as the home college for the multidisciplinary degree and that college is responsible for initiating the request and submitting modifications in CourseLeaf/CIM Programs.
- 5) New Program Proposals
 - a) Initiate the new program request in CourseLeaf/CIM Programs
 - b) OSRHE will carefully examine statements made about student employability and employer demand to begin the proposed program. Give specific details about those areas.
 - c) The college will prepare a draft letter of intent (LOI) for new program requests to be submitted to OSRHE. Each LOI should address the following: the location(s) where the program will be offered,

the method of delivery, the description, the employment demand, and the unmet need for the proposed program. Example LOIs may be requested from Academic Affairs. Attach the LOI to the program request in CourseLeaf/CIM Programs. LOIs will be submitted to OSRHE after Instruction Council approves the proposed program.

- 6) New undergraduate and graduate certificates
 - a) Initiate the new certificate request in CourseLeaf/CIM Programs
 - b) To be eligible for federal financial aid, undergraduate certificates should be at least 16 hours, and graduate certificates should be at least 12 hours.
- 7) CourseLeaf/CIM Programs Workflow for new program requests and substantive modifications
 - a) Substantive modifications include changing admission or graduation requirements, changing the GPA, adding or removing required courses, and changing the number of electives required.
 - b) Each college determines the individuals assigned to workflow approval steps. The College Curriculum Coordinator or other designated representative should alert Academic Affairs of any updates needed to the workflow.
 - i) Department Coordinator
 - ii) Department Curriculum Chair
 - iii) Department Head
 - iv) College Curriculum Chair
 - v) College Curriculum Coordinator
 - vi) College Associate Dean
 - c) Graduate Council review, if needed
 - d) Academic Affairs review
 - e) Instruction Council review
 - i) Instruction Council evaluates the proposal and assesses the impact that it may have on programs in other colleges.
 - f) Dean's Council review
 - g) OSU/A&M Board of Regents review
 - h) Oklahoma State Regents for Higher Education review
 - i) New degree programs and program deletions require approval from OSRHE.
 - ii) New certificates, program suspensions, electronic delivery of existing programs, option additions, option deletions, option name changes, program requirement changes, program reinstatements, program name changes, and degree designation changes require notification to the OSRHE staff.
 - i) New certificates and programs can be offered once OSU receives the official acknowledgment or approval from OSRHE.
 - j) Program modifications that have not received official acknowledgment from OSRHE prior to August 1 will be implemented beginning with the next academic year.
- 8) CourseLeaf/CIM Programs Workflow for non-substantive modifications
 - a) Non-substantive modifications include adding or removing courses from a list of options a student can choose from and updating course numbers and titles from approved course actions (as long as the credit hours did not change).
 - b) Each college determines the individuals assigned to workflow approval steps. The College Curriculum Coordinator or other designated representative should alert Academic Affairs of any updates needed to the workflow.

- i) Department Coordinator
- ii) Department Curriculum Chair
- iii) Department Head
- iv) College Curriculum Chair
- v) College Curriculum Coordinator
- vi) College Associate Dean
- c) Graduate Council review, if needed
- d) Academic Affairs review
- e) Non-substantive changes require notification to OSRHE.
- f) Program modifications not sent to OSRHE prior to August 1 will be implemented beginning with the next academic year.

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