

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 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. *Required only for graduate programs.**

**State Regent Policy 3.4.3 and 3.4.4*

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: _____

Contact person: _____

Title: _____

Phone number: _____

Current title of degree program (Level II): _____

Current title of degree program (Level III): _____

State Regent's three-digit program code: _____

Degree Granting Academic Unit: _____

With approved options in: A. _____

B. _____

C. _____

D. _____

E. _____

TYPE OF REQUEST: Check all appropriate types of changes and complete ***ONLY*** the appropriate pages.

(1) Program Deletion

(2) Program Suspension

(3) Change of Program Name
and/or Degree Designation

(4) Option Addition

(5) Option Deletion

(6) Option Name Change

(7) Program Requirement Change

(8) Other Degree Program Modification

***Complete and return ONLY
this cover sheet AND the
appropriate page(s)
specifying the requested
modification!***

***NOTE: Information not
included in the requested
modification may cause a***

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

Date of Governing Board Approval: _____

(4) Option Addition

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: _____

State Regents' three-digit program code and Program name of program to be modified:

NOTE: Information not included on the requested action may cause a delay in processing.

(4) PROGRAM OPTION ADDITION

Name of new option(s): A: _____

B: _____

C: _____

D: _____

New option(s) objective(s): _____

Will the new option be offered via electronic media? No Yes

Mode of delivery to be used: _____

If yes, will the majority of the program (defined as 100% of the required courses in the major or advertised as available online) under which this option is to be offered available to students via electronic media? No Yes

Is this degree program already approved for electronic delivery? No Yes
(If no, the process for requesting approval to offer an existing program via electronic media must be followed. See 3.16.11.)

Reason for requested action: _____
(attach documentation if necessary)

Will requested change require additional funds? No Yes

If yes, please specify the amount of the additional costs, the source of the funds, and how they will be expended (if explanation exceeds space provided, attach no more than one page).

Attach a list of courses that will support the(se) option(s) on the attached form, noting the common core for the option added, the proposed curriculum, and asterisk any new courses. **NOTE: All options within a degree program must share an approximate 50% common core of related**

*State Regent Policy 3.4.3 and 3.4.4

course requirements EXCLUSIVE OF GENERAL EDUCATION as required by policy (3.4.2 and 3.4.3.A.4).

*Please provide a copy of current degree requirements and list the proposed curriculum requirements for the new option in the right column, noting the common core of courses with the main program in the left column.**

Common Core (list courses required by <u>ALL</u> options)	Proposed Curriculum

**State Regent Policy 3.4.3 and 3.4.4*