

## Instructions for Request for Administrative/Internal Changes Form

Requests for administrative/internal program modifications must be submitted using the Request for Administrative/Internal Changes form, available in the Academic Program / Course Approval and Deadlines section of the Provost's Memos and Forms on Academic Procedures page at <http://www.ou.edu/content/provost/memos/memos1111.html>, consisting of:

- Cover Page
- Appropriate page corresponding to the type of change and supporting documents
- Signature Page
- A current checklist and a proposed checklist that clearly shows the proposed changes must accompany a request for modification.

### Cover Page

- **Department submitting request:** The name of the department/school offering the degree or minor.
- **Contact person:** Someone who can answer questions about the requested Administrative/Internal Change; include the title and phone number of this person.
- **Current Title of Degree Program (Level IV):** Aggregations of courses under an umbrella degree program. State Regents' policy refers to this level as an option, but at OU it is referred to as a major and assigned an OU major code. In most cases there is a one-to-one relationship between the OU major (Level IV) and the Level III program. However, there are a few OU majors that are grouped under a common Level III program. Level IV titles are listed on the Degree Program Inventory at <http://www.ou.edu/content/irr/degree-program-inventory.html>.
- **With Concentrations (Level V) in:** Subgroupings of courses within a major often referred to as tracks or concentrations. These are permitted, but are not regulated by State Regents' policies and they do not appear on the diploma or transcript. Level V titles are listed on the Degree Program Inventory.
- **Program Code (Level III):** This is *Regents Program Code*, not the OU major code. State Regents' codes are also listed on the Degree Program Inventory.
- **Major Code (Level IV):** The OU major codes are listed on the Degree Program Inventory.
- **CIP Code (Level III):** Classification for Instructional Programs (CIP) codes indicate classification of instruction. Program CIP codes are listed on the Degree Program Inventory.
- **Degree Granting Academic Unit:** This is the name of the degree college.
- **Department Head:** Person who oversees the program listed above.

### Type of Request:

1. Addition of Area of Concentration/Track (Level V)
2. Deletion of Area of Concentration/Track (Level V)
3. Addition of a Minor
4. Deletion of a Minor
5. Requirement Changes for area of accelerated, concentration/track, or minor
6. Addition of an Accelerated Dual Degree Program
7. Deletion of an Accelerated Dual Degree Program
8. Other

### Signature Page

Administrative/Internal changes require approval of Department/School Chair/Director, College Dean, Graduate College (if applicable), and Provost.