

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](#) page, consisting of:

- Cover Page
- Appropriate page corresponding to the type of change and supporting documents
- Signature Page
- Graduate Programs require a [Summary of Program Modification](#) for concentration additions.
- A current checksheet and a proposed checksheet that clearly shows the proposed changes in color 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](#).
- **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 \(Level V\)](#) (Add State Regents [#8 Other](#) cover page) (Graduate programs also require a [Summary of Program Modification](#) for concentration additions)
2. [Deletion of Area of Concentration/Track \(Level V\)](#) (Add State Regents [#8 Other](#) cover page)
3. [Addition of a Minor](#)
4. [Deletion of a Minor](#)
5. [Requirement Changes for area of accelerated degree 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), review by the Academic Programs Council, and Provost.

Note about Accelerated Degrees: any program change to the bachelors or master's degree will also require Administrative/Internal paperwork be submitted for the accelerated degree to reflect those same changes.

Note about Concentrations: concentration [addition](#) and [deletions](#) are submitted on Administrative/Internal paperwork with a State Regents' [#8 Other cover page](#) to be reported to the State Regents as a nonsubstantive program change. Concentration additions in graduate programs also require a [Summary of Program Changes](#). Concentration changes must be submitted on the State Regents [#7 Program Requirement Change](#) paperwork.

If you have questions, please contact [Lisa Cannon](#) in Academic Publications and Curriculum.