**New Program Request Form Checklist**

**New Program Form *(for degrees programs and certificates)***

New Program Request Form for Traditional and Online Programs in [Memos & Forms](http://www.ou.edu/content/provost/memos/memos1111.html) section of the Provost website.

Download the form and save it to your computer before completing it.

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* The degree inventory at <https://www.ou.edu/content/irr/degree-program-inventory.html> is a good reference resource for determining how best to express Level I, Level II, Level III, Level IV, and an appropriate CIP Code
* Keep in mind when stating the Intended Date of Implementation that new program requests to be effective for summer/fall must be submitted to the Academic Programs Council no later than the preceding December
* Be sure to list a faculty contact person

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* Is the program rationale clear and reasonable?
* Are the program requirements clearly laid out so that a student would understand them? (Part B. Curriculum)
* Are there identified core classes and electives? (Part B. Curriculum)
	+ Are all of the classes existing or submitted?
	+ Are there hidden requirements in the form of un-stated prerequisites?
	+ Are there permission letters for classes offered by external departments?
* Is there a clear ownership and quality standards specified? (Part C. Academic Standards)
* Are the participating faculty indicated with areas of responsibility and credentials? (Part D. Faculty)
* Is there sufficient faculty to offer the program? (Part D)
* Are library resources adequate? (Part E) For all New Program Requests, departments should contact the University Libraries’ Associate Dean for Scholarly Resources & Services at least four weeks before submitting the request to obtain library certification.
* Have you provided sufficient evidence of demand, ie student and employer survey results, etc.? (Part F. Demand for program) Are the projected enrollments reasonable? Be aware that the Oklahoma State Regents will use the projected enrollment provided in this section in their program review process.
* Is there a reasonable budget that matches the enrollment projections? There MUST BE A BUDGET! (Part H)

*Once the form is complete and approved by the department, send an electronic copy to Breck Turkington and the hard copy to your dean’s office for approval and signature.*