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 section of the Provost website. If the new program will be offered in Tulsa, the New Program Request Form for Tulsa should be used instead.

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

Page 1:
- The degree inventory is a good reference resource for determining how best to express Level I, Level II, Level III, and Level IV (Option). Options (Level IV) may only be added if there will be multiple options.
- An appropriate CIP code should be chosen by searching the CIP code website.
- Keep in mind when stating the Intended Date of Implementation for new program requests (except for Ph.D.) to be effective for summer/fall, they must be submitted to the Academic Programs Council no later than the preceding December (agenda deadline mid-November). Graduate programs should be submitted to the Graduate College by early October. Expect Ph.D. programs to take approximately 12 months to be approved after they go to the State Regents.
- Be sure to list a faculty contact person

Page 2-8:
- 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 through CourseLeaf (new courses or course modifications need to go to the Graduate Council and Academic Programs Council with the program)?
  - Are there hidden requirements in the form of un-stated prerequisites?
  - Are there permission letters for classes offered by external departments?
- Is there 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)
- Support Resources: Include Library certification that adequate resources are available (Contact Karen Rupp Serrano). (Part E)
- Have you provided sufficient evidence of demand, i.e. student and employer survey results, etc.? 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. (Part F. Demand for program)
• Electronic Delivery: if the program will be delivered online or blended, indicate what percentage is online (100%, more than 50%, or less than 50%) for Degree Inventory reporting.

• Is there a reasonable budget that matches the enrollment projections? There MUST BE A BUDGET and funding must be greater than expenses! (Part H)

No need to fill out the Institutional Request for Electronic Delivery (pages 9-11) because OU has already been approved for online delivery.

Once the form is complete and approved by the department, send an electronic copy to Lisa Cannon (lcannon@ou.edu) in Academic Publications and the hard copy to your dean’s office for approval and signature. From the dean’s office, the form should be sent to the Graduate College (if applicable), or to the Academic Publications Office for review by the Academic Programs Council.

The flowchart for Substantive Program Changes shows the steps in the program approval process. The State Regents’ Timeline for New Program Approval will give you more information about the approximate wait time from the letter of intent to State Regents’ agenda. Program approval progress may be tracked by checking the Program Approval Tracking spreadsheet which will be updated at every approval level.

If you have questions, please contact Lisa Cannon in Academic Publications and Curriculum.