Instructions for completing the Program Modification form

Requests for both *substantive and nonsubstantive* degree program modifications must be submitted using the State Regents' **Request for Program Modification** form. This form consists of:
- the Cover Page
- the page or pages that correspond to the type or types of changes requested (Changes for all options listed under the same Regents' Program Code should be bundled together)
- Graduate programs require a Summary of Program Modification for program requirement changes and concentration additions.
- Current degree check sheet
- Proposed degree check sheet that clearly shows the proposed changes in color
- Signature Page

Once the form is completed, send an electronic copy of the program to the Academic Publications and Curriculum office (lcannon@ou.edu) and send the hard copy for signatures (Chair, Dean, Graduate College if applicable, Academic Programs Council, Provost, OU Regents, State Regents).

Cover Page

Institution submitting request: University of Oklahoma

Contact person: Someone who can answer questions about the requested Program Modification; include the title and phone number of this person.

Current Title of degree program (Level II): Degree designation as it appears in the catalog or on a diploma. Appears in abbreviated form on the student transcript. See the Degree Program Inventory.

Current Title of Degree Program (Level III): Title of degree program as recognized by State Regents and assigned OSRHE program code. See the Degree Program Inventory.

State Regents' three-digit Program Code: This is *Regents Program Code*, not the OU major code. State Regents' codes are also listed on the Degree Program Inventory.

Degree Granting Academic Unit: This is the name of the degree college, not the name of the department or school.

With options in: Level IV - 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. Level IV options are listed on the Degree Program Inventory. **Only list options if the degree has multiple options or the option name does not match the Level III program name.**

Type of Request:

(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

On headers on subsequent pages, the *Institution Submitting Request* is the University of Oklahoma; the *State Regents' three-digit program code and Program name of program to be modified* are the same as that listed on the cover page.

Type of Request Pages

(1) **Program Deletion** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. Departments must also address the effect deletion of the program and/or associated courses may have on other departments' programs, and document that these other areas have been consulted concerning the proposed deletion.

(2) **Program Suspension** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. Departments must also address the effect suspension of the program and/or associated courses may have on other departments' programs, and document that these other areas have been consulted concerning the proposed deletion.

(3) **Change of Program Name and/or Degree Designation** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. Departments also need to specify whether the change applies to Level I, II or III per the Degree Program Inventory. A change to the Level III program name may also require a Level IV option name change (add page 2). **NOTE:** Department/school name changes are not proposed through the program modification process. Those types of name changes are submitted directly to the Provost.

(4) **Option Addition** – The reason needs to state more than just the fact that the option is being added, it needs to provide the motivation behind the request. Departments must also address how the additional option may depend on other departments' programs and/or courses, and document that these other areas have been consulted concerning the proposed option.

(5) **Option Deletion** – The reason needs to state more than just the fact that the option is being deleted, it needs to provide the motivation behind the request. Departments must also address the effect deletion of the option and/or associated courses may have on other departments' programs, and document that these other areas have been consulted concerning the proposed deletion.

(6) **Option Name Change** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request.

(7) **Program Requirement Change** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. If the change involves other colleges' courses, the department must document that these other areas have been consulted concerning the proposed change. Graduate programs also require a Summary of Program Modification for program requirement changes.

(8) **Other Degree Program Modification** – Any other request types.

Signature Page

The following approvals are needed for a program modification:
- Department/School Chair/Director
- Degree College Dean
- Graduate College, if applicable
- Review by Academic Programs Council
- Provost

Substantive changes require approval of the Provost and both the OU Regents and the State Regents. Most program modifications fall into this category, including:

- Deletion of program
- Suspension of program
- Change of degree designation (Level II)
- Change of degree program name (Level III)
- Addition of option (Level IV)
- Deletion of option
- Option Name Change
- Change in total number of credit hours required for a degree
- Addition or deletion of required courses regardless of whether it changes number of credit hours
- Changes in the number credit hours of electives allowed
- Changes in the total number of credit hours in a particular section (i.e. General Education, Major Requirements, etc.)
- Change in credit hours for course
- Change in concentration requirements
- Changes in admission or graduation criteria for a particular program (i.e. removal of an entrance or exit exam or GPA requirement)

Nonsubstantive changes

Non-substantive changes which are still reported to OSRHE:

- Changes in course prefixes, course number, or course title
- Addition or deletion of courses within a list of electives if the number of elective courses required remains the same
- Addition or deletion of an area of concentration (Level V) (Use #8 Other cover page + admin/internal paperwork)

Non-substantive changes that do not need to be reported to OSRHE:

- Changes when courses should be taken, in semester by semester course sequencing
- Moving a program from one department to another with no curriculum changes

Requests to deliver an existing program electronically should be submitted using the State Regents' **Existing Program Online Delivery Request** form.

All forms are available online in Academic Programs section of the Provost's **Memos and Forms** page.

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