Which Program Form Should I Use?

**Program Approval Tracking**

**Course Approval Tracking**

**Degree Program Inventory**

**New Degree Program or Certificate in Norman:**
- New Program Request Form for Traditional and Online Programs
- Guidelines for New Program Request Form

**New Degree Program or Certificate in Tulsa:**
- New Program Request Form for Traditional and Online Programs - Tulsa
- Guidelines for New Program Request Form

**Online Delivery Request for an Existing Degree Program or Certificate:**
- Existing Program Delivered Electronically

**New Embedded Certificate:** may only be used if all the courses are a subset of a single existing degree; up to 50% of the coursework may come from electives or general education courses (therefore 50% must come from required coursework)
- New Embedded Certificate Request Form

**Embedded Certificate Designation for Existing Certificate:** may only be used when an existing certificate meets the criteria for an embedded certificate within an existing degree program
- Embedded Certificate Designation for Existing Certificate

**Program Modifications for Degree Programs or Certificates**

**Program Modification FAQ**

**Request for Program Modification Instructions**

1. **Program Deletion:** deletion of the entire degree program
2. **Program Suspension:** suspend the degree program from 1-3 years
3. **Change of Program Name and/or Degree Designation:** change of Level I and II degree name and/or Level III program name (see Degree Inventory for current titles). A change of Level III program name may also require a Level IV option name change (add page 2).
4. **Option Addition:** add one or more Level IV options (majors) to the degree; must have 50% common core
5. **Option Deletion:** delete one or more Level IV options (majors) of the degree (see Degree Inventory for current options)
6. **Option Name Change:** change the name of one or more Level IV options (majors) of the degree (see Degree Inventory for current options)
7. **Program Requirement Change**: change of course requirements (core courses, electives, gen ed, credit hours, etc.) including changes to concentrations, change of degree requirements (prerequisites, admission or graduation criteria, etc.), and change of total credit hours. (Graduate programs also require a **Summary of Program Modification**)

8. **Other Degree Program Modification**: any change that doesn’t fit in the categories above; concentration additions and deletions will use the Administrative/Internal paperwork with a #8 cover page for reporting to the State Regents (nonsubstantive).

9. **This modification affects a Cooperative Agreement Program**: currently not used by OU.

**Administrative/Internal Program Modifications**

**Administrative/Internal Instructions**: these forms are only for minors, accelerated programs/dual degrees, and for addition or deletion of concentrations (modification of concentrations must be completed using the State Regents’ **Program Requirement Change** paperwork listed above).

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 Minor**
4. **Deletion of Minor**
5. **Requirement Changes to an accelerated program or minor**
6. **Addition of an Accelerated Dual Degree Program**
7. **Deletion of an Accelerated Dual Degree Program**
8. **Other**: use for minor name change or concentration name change

**Note about Accelerated Degrees**: any program change to the bachelors or masters degree will also require the Administrative/Internal paperwork to reflect the change to the accelerated degree.

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

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