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**Office of the Senior Vice President and Provost**

**University of Oklahoma | Norman Campus**

**Cover Page for New Degrees or Certificates**

Have you completed the form to Request to Design a New Degree or Certificate and been approved by the Provost’s office?

The Oklahoma State Regents for Higher Education (OSRHE) consider a new program to be

1. one not currently offered by the institution
2. an existing program that will be offered in a new format (such as online)
3. an existing program to be offered at a new location (such as OU-Tulsa).

If you plan to offer a new degree program or certificate, you must receive approval from the Provost’s Office before developing your curriculum or submitting the OSRHE new request paperwork.

The [Request to Design a New Degree or Certificate form](https://www.ou.edu/content/dam/provost/documents/REQUEST%20TO%20DESIGN%20NEW%20DEGREE%20PROGRAM%20OR%20CERTIFICATE%20Application.pdf) is available on the Provost’s website.

If you have been approved to develop this program, please sign below and turn in this cover page with the rest of this form.

|  |
| --- |
| Name/Signature Date |
|  |

***Oklahoma State Regents for Higher Education***

**EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM**

Click here to select your institution.

Institution Submitting Proposal

Click here to enter degree, program title, and State Regents’ 3-digit program code.

[i.e. Bachelor of Science in Engineering (101)]

To request approval for an existing program to be offered through online delivery or other computer-mediated format, the President must send a Letter of Intent to the Chancellor. (NOTE: new programs must be requested through the *Academic Program Approval* policy)

Date of Letter of Intent: Click here to enter a date.

(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval: Click here to enter a date.

**Signature of President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click here to enter a date.

**Complete this form ONLY if the requesting institutions HAS gone through the electronic delivery approval process and has been approved to offer electronically delivered programs.**

**3.17.12 Approval of Subsequent Online Programs**

1. **Delivery Method**

Clearly describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.17.11.B.2)

Click here to enter text.

1. **Demand for the Program**

The proposed delivery method of the existing program must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate that the demand for electronic delivery of the existing program extends access to place bound and non-traditional students, facilitates Oklahoma’s economic development by strengthening pathways to academic degree and certificate attainment, and enhances institutional resource efficiency.

1. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide evidence of survey responses or other data collected indicating student interest in electronic delivery of this program. The response should also explain how approval for online delivery will better serve current and/or prospective students.

Click here to enter text.

1. Employer Demand: Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections.

The following websites may provide useful information: <https://www.okhighered.org/econ-dev/dashboards/>, <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/>, and <https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/>). Where appropriate, provide evidence, normally in the form of letters of support or copies of advisory board minutes, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to pay higher salaries to graduates of the proposed program. The response should clearly identify positions that graduates will be prepared for after completing this program.

Click here to enter text.

1. **Cost and Funding of the Proposed Program**

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution’s overall need for funds. (3.17.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

*The University of Oklahoma*

**Existing Program Online Delivery Request**

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(Department submitting request) (Program Name & Code being modified)

(Reviewed by Academic Programs Council) (Date)

**Approval Signatures**

(Department/School Chair/Director) (Date)

(College Dean) (Date)

(Graduate College) (Date)

(Provost) (Date)

Approved by The University of Oklahoma Regents

(Date)

Approved by Oklahoma State Regents for Higher Education

(Date)