Propose A New Program
Office of the Senior Vice President and Provost
University of Oklahoma - Norman Campus

Complete this form to notify the Provost's Office of your intent to offer one of the following:

- New Degree Program
- New Certificate
- New Major within an existing degree
- Existing Degree at a new location (e.g., Tulsa)

You do not need to receive approval to proceed with program development. However, the program proposal **will not** be placed on the Graduate Council or Academic Programs Council agenda until the Provost's Office reviews this form.

Why do we need this form?

This form is needed for the Provost's Office to submit the letter of intent to the Oklahoma State Regents of Higher Education, as required by their policy; to facilitate the library certification required for new programs; and to help us identify if HLC approval of the new program will be needed.

Note: If HLC approval is needed, it will affect the timeline for program advertising and student admission.

Submission

Complete this form and route it for chair/director and dean approval.

Once approved at the dean level, submit this form to Renee Williams (reneewilliams@ou.edu).

You must copy the dean of the department's college and chair/director on your submission. Missing signatures or cc's will delay processing.

Faculty/Staff Submitting Program or Certificate	
First Name	Last Name
Position	
Email	

New Program or Certificate Information

Degree Granting College _____

Sponsoring Department or Unit _____

Please list any other departments or units involved _____

Choose one of the following. What new program are you proposing?

    Bachelor of _____ in _____

    Master of _____ in _____

    Ph.D. or Ed.D. in _____

    Certificate in _____

        Which level of certificate?   Graduate   Undergraduate

        Will this certificate be embedded in a degree?   Yes   No

        If embedded, what is the name of the parent degree? _____

    New Major

        Name of Major_____

        In Name of Degree_____

    Other – Please Identify_____

CIP Code: _____ (6-digit code)   Find a CIP Code   CIP Code Resources

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Total hours in degree or certificate to be granted: _____

Anticipated date (mm/dd/yyyy) when program will begin: _____

Please indicate the campus(es) where the program will be administered: Norman   Tulsa

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How do you intend to offer this new program? (Check all that apply.)

    In-Person   100% Online   Blended (Some combination of online and in-person)

If blended, approximately what percent of the courses will be offered online? _____%

Is this an OU Online Program?   Yes   No

Program Information
Provide a brief description of the new program or major.
Describe the employment demand for the proposed program.
Describe unmet need for the proposed program.
For OU Libraries to complete a library assessment, please identify 2-4 institutions offering similar degree programs. If possible, the institutions should be of similar size and composition to OU, but the similarity of degree program is of primary importance. OU Libraries personnel will compare their current library holdings to those of the identified institutions.
If you have preliminary list of courses identified for the new program, list them here:

If this is a new option or major, please answer the following question:

All majors or options within a degree must share some core requirements. What courses will the major share to meet this threshold?

Do you intend this program to prepare students for licensure?   Yes   No

Signatures

Applicant

Chair/Director of Sponsoring Department

I recommend and approve this proposal.

Dean of Degree Granting College