**PLEASE** save a copy of this form to your computer before completing.

Once the form is complete, e-mail a copy to Lisa Cannon at lcannon@ou.edu, and send the hard copy to your dean's office for signature and approval.

***The University of Oklahoma***

**REQUEST FOR ADMINISTRATIVE/INTERNAL CHANGES**

(Department submitting request) Contact person

Title

Phone number

Current title of degree program (Level IV) or Minor Program Code (Level III):

With Concentrations (Level V) in: Major Code (Level IV):

CIP Code:

Degree Granting Academic Unit:

Department Head:

(Person who oversees degree program listed above)

**TYPE OF REQUEST:** Check the type of request and attach a narrative explanation with supporting documents.

 (1) Addition of Area of Concentration/Track (Level V)

 (2) Deletion of Area of Concentration/Track (Level V)

 (3) Addition of a Minor

 (4) Deletion of a Minor

 (5) Requirement Changes: accelerated \_\_\_\_minor

 (6) Addition of an Accelerated Dual Degree Program

 (7) Deletion of an Accelerated Dual Degree Program

 (8) Other

# (8) Other Modification

Rev June 2016

***The University of Oklahoma***

## REQUEST FOR ADMINISTRATIVE/INTERNAL CHANGES

**(continued)**

Academic unit/department submitting request:

State Regents’ three-digit program code and Program name of program to be modified:

## (8) OTHER MODIFICATION

**Requested action:**

**Reason for requested action** (attach no more than one page if space provided is inadequate):

**Will requested change require additional funds?** \_\_\_\_No \_\_\_\_Yes

*If yes, please specify the amount of the additional costs, the source of the funds, and how they will be expended (if explanation exceeds space provided, attach no more than one page).*

**Will requested action change curriculum?** \_\_\_\_No \_\_\_\_Yes

***If yes, attach current and proposed curriculum degree program requirements and degree program objectives (on no more than three pages).***

***Indicate the changes clearly.***

***The University of Oklahoma***

**REQUEST FOR ADMINISTRATIVE/INTERNAL CHANGES**

(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)