



The UNIVERSITY of OKLAHOMA

ACADEMIC PROGRAMS COUNCIL

2026–2027

ACADEMIC PROGRAMS COUNCIL

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ACADEMIC PROGRAMS COUNCIL

Academic Programs Council Charter

The Academic Programs Council Charter can be found on the [Faculty Senate Website](#).

Committee Membership

Membership: The Academic Programs Council shall consist of up to 13 members. Each faculty member will serve a three-year term, and each student will serve a one-year term on the committee. Members can serve in different positions each year.

6 –9 Faculty members: Faculty Senate appoints 6, the President appoints 3. Each member serves a three-year term (1/3 to retire each year).

4 Students: UOSA appoints 2, the President appoints 2 – for a one-year term.

Vice Provost for Instructional Services and/or their designate: ex-officio and nonvoting.

Academic Publications and Curriculum Team: ex-officio and nonvoting.

Monthly Committee Meetings

The Council will meet at 2:00 p.m. on the first Friday of each month (subject to schedules) through Zoom video conferencing. Typical meeting duration is two hours.

Members should inform Lisa Cannon, lcannon@ou.edu, or the current APC chair if they will miss a meeting. If a member misses three meetings, he or she will no longer be a member of the Council, and the President's Office, Faculty Senate or the Student Association will be notified that a new member must be selected.

A quorum is a simple majority of the voting members of the Council, including the chair.

Interested faculty members may contact the Faculty Senate at FacSen@ou.edu.

2026/27 MEETING SCHEDULE AND MEMBERSHIP

Scheduled Meeting Dates

Fall 2026 Semester	Spring 2027 Semester
September 11	February 5
October 2	March 5
November 6	April 2
December 4	May 7

Meetings take place on the first Friday of every month from September to May (excluding January) at 2:00 p.m.

Academic Programs Council (Norman) 2026/27

Ex-officio, nonvoting members

Andre Wright	Sr. VP and Provost	Sarah Robbins attends as designate
Mark Morvant	Vice Provost for Instruction	Renee Williams
Katie McIntyre	Registrar	

<i>Faculty Senate Appointees</i>	(6 faculty for 3 year terms – 1/3 to retire each year)		Subcommittee
Dawn Drake (Chair for 2026-27)	Geography & Environmental Sustainability	2024-27	Programs/Courses
Chang Sup Park	Journalism	2024-27	Programs
Kelly Feille	Education	2025-28	Courses
Doyle Phillips	Construction Science	2025-28	Courses Lead
Rick Lupia	Geosciences	2026-29	Programs Lead
TBA		2026-29	
<i>SGA Appointees</i>	(2 students for 1 year term)		
Sam Bregnard	Student	2026-27	Courses
Jayden Bass	Student	2026-27	Programs
<i>Presidential Appointment</i>	(3 faculty/3 yr terms & 2 students/1 yr term)		
Liangliang (Paul) Huang	SCBME	2025-28	Programs
Myongjin Kim	Economics	2024-27	Courses
TBA		2026-29	
Josephine Nicholson	Student	2026-27	Courses
Ava Sachdev	Student	2026-27	Programs

MEMBER ROLES

Member Roles

APC Chair

APC Chair reviews all proposals for both Course and Program agendas each month and provide comments for all proposals. APC Chair will also chair every meeting, introduce guests, lead overall discussions for course and program proposals.

Course Subcommittee Chair

The Course Subcommittee Chair will review all proposals in the Course agenda each month and provide comments for all course proposals. The Course Subcommittee Chair will lead the discussions for course proposals during each meeting and take votes to determine if courses should be recommended for approval or if there are unresolved issues that require the course to be held back at APC or sent onto the Provost Office to resolve with the academic unit.

Program Subcommittee Chair

The Program Subcommittee Chair will review all proposals in the Program agenda each month and provide comments for all program proposals. The Program Subcommittee Chair will lead the discussions for program proposals during each meeting and take votes to determine if programs should be recommended for approval or if there are unresolved issues that require the program to be held back at APC or sent onto the Provost Office to resolve with the academic unit.

Committee Members

The council is organized into two subcommittees: courses and programs. All council members will be assigned to a subcommittee and will review their respective agendas (courses or programs) accordingly and provide comments for the proposals on their agendas each month. Council members will participate in discussions during the meetings and vote on proposals to determine which should be recommended for approval.

MEMBER RESPONSIBILITIES

Monthly Responsibilities for Committee Members

All council members will be added to the Academic Programs Council course in Canvas which contains historical APC information as well as agenda information for the current academic year. Members will also be provisioned in CourseLeaf for access to course and program proposals. Current agenda information will be posted on the APC website.

Two Fridays before the meeting

Committee members receive APC Agendas for courses and programs from the Academic Publications Curriculum Team to review. Comments and/or questions should be typed into their agendas and returned to the Academic Publications Curriculum Team by the deadline.

Monday of the week of the meeting

Committee members email their comments/questions back to the Academic Publications Curriculum Team so the academic units can be contacted for their responses.

Thursday before the day of the meeting

Committee members receive updated APC Agendas with responses from the departments to be reviewed before the meeting on Friday.

First Friday of the month

Attend monthly APC meeting at 2:00pm to review the agenda materials and determine which proposals should be recommended for approval.

REGISTRAR'S OFFICE RESPONSIBILITIES

The Registrar's Office – Academic Publications and Curriculum Team staff manages all administrative duties related to the Academic Programs Council's agendas, meetings, and processes. The team consists of the following members:

Katie McIntyre	Registrar	katiemac@ou.edu
	Assistant Registrar	

Academic Publications and Curriculum Team		curriculum@ou.edu
Lisa Cannon	Programs	lcannon@ou.edu
Jessica Burgett	Programs	burgett@ou.edu
Alyssa Giles	Courses	alyssa.giles@ou.edu
Anita Bailey	Courses	anitabailey@ou.edu

Lisa Cannon oversees the overall smooth running of the APC processes and meetings throughout the entire academic year.

Programs – Lisa Cannon & Jessica Burgett

- Review program proposals in CourseLeaf
- Communicate with departments to update program proposals and syllabi in CourseLeaf
- Create and email Program Agendas for APC meetings to committee members (Lisa)
- Email departments for responses to committee members' comments each month
- Submit recommendations to the Provost Office (Lisa)
- Email monthly meeting minutes and Provost report

Courses – Alyssa Giles & Anita Bailey

- Review course proposals in CourseLeaf
- Communicate with departments to update course proposals and syllabi in CourseLeaf
- Create and email Course Agendas for APC meetings to committee members
- Email departments for responses to committee members' comments each month
- Take meeting minutes

Important Links:

Academic Programs Council

<https://www.ou.edu/provost/academic-planning/academic-programs-council>

Faculty Senate

<https://www.ou.edu/facultysenate/committees-and-councils#academic-programs>

Academic Programs Council Charter

[https://www.ou.edu/content/dam/facultysenate/committee-charges-and-mission/Academic%20Programs%20Council%20\(Norman\).pdf](https://www.ou.edu/content/dam/facultysenate/committee-charges-and-mission/Academic%20Programs%20Council%20(Norman).pdf)

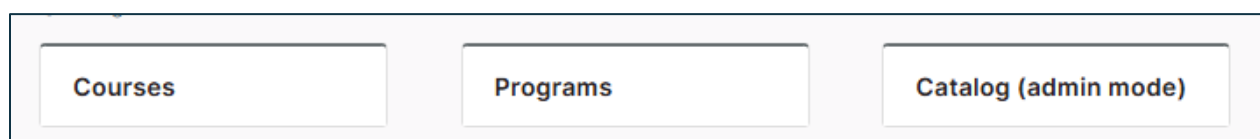
COURSELEAF 10 DASHBOARD

CourseLeaf is the inventory system used to create and submit programs course requests. Faculty and staff members must be provisioned by the Office of Academic Publications and Curriculum before they can log into CourseLeaf to view program and course information, input or approve requests. Email Curriculum@ou.edu with your 4x4 login ID to request provisioning in CourseLeaf.

CourseLeaf 10 Dashboard: <https://nextcatalog.ou.edu/admin/dashboard/>

The CL10 dashboard displays who you are and what you need to do, customized for you. Navigate between the course inventory, program management and catalog environments. It is a simpler interface with sorting and filtering options, for tracking proposals or reviewing and acting on proposals in the workflow.

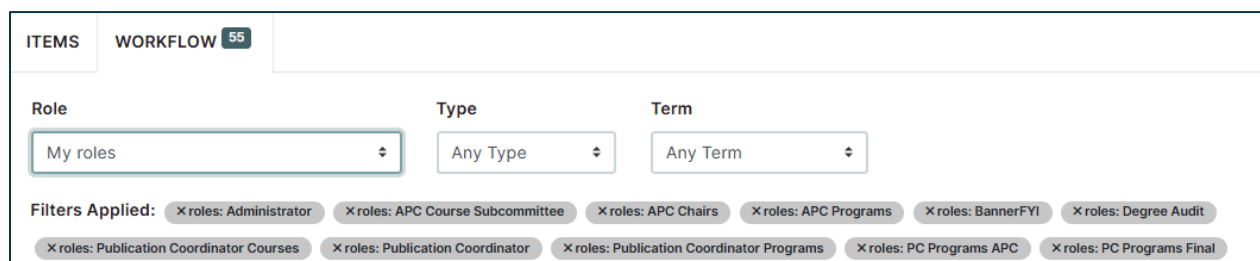
The dashboard displays direct links to Course, Programs, and Catalog for quick navigation.



Workflow Tab

For users authorized to review/approve proposals, the **Workflow** tab will indicate the number of items that need to be reviewed. The tab also shows the **Filters Applied** area with the roles of the user and a table of the items they need to review in their queue. Users can unselect roles to see the items listed for specific roles.

Alternately, user can select **Any Role** under the **Role** dropdown menu to clear all filters, then select the role they wish to use. Refresh the page or select **My Roles** to show all of the current roles of the user again.



CourseLeaf Course Inventory Management: <https://nextcatalog.ou.edu/courseadmin/>

To search for a course by code, type in the course code. To search by a word, type *keyword*.

CourseLeaf Program Inventory Management: <https://nextcatalog.ou.edu/programadmin/>

To search for a program by code, type in the program code. To search by a word, type *keyword*.

CourseLeaf Video Tutorials: <https://www.ou.edu/registrar/forms-and-resources/resources>

COURSES SUBCOMMITTEE

REVIEW OF COURSES

APC COURSE AGENDA

The APC Course Agenda is emailed to committee members two Fridays before the meeting after 4:00 p.m. each month. It is in an Excel spreadsheet listing all course proposals submitted by academic departments including course changes, course deletions, and new courses.

APC Chair, Course Subcommittee Chair, and Course Committee Members will log into the CourseLeaf 10 Dashboard and select the "Workflow" tab to review each course proposal in CourseLeaf course inventory. They will then type their comments into the column to the right of each course in the Excel Course Agenda spreadsheet.

The last section of the agenda titled "*For review by Chair and Subcommittee Chairs only*" contains courses with only minor changes (i.e. prerequisite changes) and requires only the Committee Chair and Course Subcommittee Chair to review. These courses will display in the workflow for the Chairs.

Sample view of the Course Agenda:

	A	B	C	D	E	F
1	Academic Program Council COURSE REQUESTS DISTRIBUTED - May 2, 2025					COMMITTEE MEMBER
2	College of Atmospheric & Geographic Science					
3	<u>COURSE CHANGES</u>					
4	<u>Prefix / Number</u>		<u>Title</u>	<u>Comments</u>		
5	GEOG	4033	Old: Human Impact on the Earth New: Human Dimensions of Global Environmental Change	Title, Short Title	Insert comment here.	
6	Dodge College of Arts and Sciences					
7	<u>COURSE CHANGES</u>					
8	<u>Prefix / Number</u>		<u>Title</u>	<u>Comments</u>		
9	HIST	3123	Old: War in European History New: World War II and Memory	Title, Short Title, Course Description	Insert comment here.	

When reviewing courses, look for the following:

1. Look for conformance to University standards and practice in form and procedure with all significant information provided on the form by the department submitting the request.
2. Look for course numbers and proper prerequisites, make sure that they match the level of instruction.
3. Check the course description to make sure it is compact, clear, and indicates the level of instruction to ensure that it would make good sense to the general student.
4. Look for duplication of courses in the same or other departments; note the impact of the course on degree programs.
5. Review the course syllabus and ensure that it adheres to University policies and requirements.

An updated copy of the Course Agenda with responses from the departments will be emailed to all Committee Members the day before the meeting for review, and to be used during the meeting.

COURSELEAF COURSE REQUEST HELP GUIDE

CourseLeaf is the Course Inventory System used to create and submit course requests. Faculty and staff members must be provisioned by the Office of Academic Publications and Curriculum before they can log in to CourseLeaf to review course information, input or approve course requests.

- Log in to <https://nextcatalog.ou.edu/admin/dashboard/> using your 4x4 OUNetID and password.
- Click on the "Workflow" tab. Proposals for your review will be listed based on your role in APC.
- If you have several other roles in CourseLeaf, you can either sort by Approver heading to group the proposals by role or select "Any Role" in the Role dropdown box to clear current selection, then select the role "APC Course Subcommittee" or "APC Chairs".
- Course requests will be listed in a larger box directly below. Select each proposal to open up a pop-up window to view the proposal.
- Add your comments/questions for the department to the course agenda spreadsheet. This page is for reviewing requests only. Do not use the Edit, Rollback, or Approve functions on the form for APC proposals.
- Alternately, you can access courses at <https://nextcatalog.ou.edu/courseadmin> and type in the course codes.

Information in a Course Request

- **Date Changes Take Effect:** Course changes will take effect the next term after they are approved by the Provost. If enrolment has started for that term, the changes will be effective the following term.
- **Subject Code:** Designator or prefix under which the course will be offered.
- **Course Number:** The course number is just that: four-digit code for identification. Note: Once a course number is used or discontinued, it cannot be recycled (or reused) for a minimum of 12 months. (APC Policy adopted March 1994)
 - 1000–2999 are lower division / 3000–4999 are upper division / 5000 and above are graduate level
 - The second and third digits identify the course within the field.
 - The fourth digit denotes the number of credit hours assigned to the course. A zero (0) as the fourth digit indicates the course is offered for a variable number of credit hours.
- **Title:** The long title of the course can be up to 80 characters. In most cases, courses should not have the same title unless they are slash-listed or cross-listed. APC will look for duplication of courses within the department and outside the department.
- **Short Title:** The short title is 30 characters, including spaces and special characters. This will be reviewed and edited to fit a more standardized abbreviation when necessary.
- **Expected Enrolment:** The number of students expected to enrol each time the course is offered.

- **Prerequisites:** The word Prerequisite should not be in the box. In 1996, the following prerequisite policy was approved by APC and Provost:

"3000–4000–level courses must include an appropriate prerequisite. Appropriate prerequisites could include junior standing, ENGL 1213 (to satisfy writing requirements), or an appropriate introductory level course in that department. If no prerequisite is indicated on the course proposal, the request will be returned to the department for additional information before it will be reviewed by the Council. The Council stated that freshman and sophomore students without sufficient preparation would be disadvantaged and misled. Course content of those offered at the 3000–4000–level should be rigorous enough to require some preparation."

- For variable topic courses that can be repeated for credit, check information on repeatability:
"May be repeated with change of content; maximum credit X hours," with X being equal to the total number of hours that may be earned under that special topics number (usually 6–9 for undergraduate and 9–12 for graduate–level courses).
- **Restrictions:** The APC team will monitor this field.
- **Description:** Course description is limited to 60 words (excluding the course prerequisites stated above). Check for accuracy and relevance of course description related to course title and content.
- **Credit Hours:** Number of credit hours assigned to the course.
- **Contact Hours:** Contact hours in CourseLeaf (and Banner) are based on the number of hours per week. The APC Team and Classroom Management will check this field.
- **Repeatable for credit:** This refers to the number of times a course can be repeated. The number of times it might be repeated would be a function of the number of credit hours and the maximum hours allowed to be earned. For example, a three-hour course which can be repeated for a maximum of six hours could be repeated once. The repeat and reprieve policies do not apply here.
- **Graduate Credit:** 4000–level courses may be approved by the Graduate College for graduate credit, graduate credit outside the department, or graduate credit outside the college.
- **Slash-listed Courses:** 4000/5000 level courses may be slash-listed within the department, and course proposals should be reviewed by APC and GC respectively in the same month. The lectures in a slash-listed course are the same; however, students in the 5000–level course should have substantial additional requirements beyond those for students in the 4000–level course. These additional requirements need to be listed in the course syllabus. The numbers for slash-listed courses cannot be any combination other than 4000/5000.
- **Cross-listed Courses:** Cross-listed courses should have course proposals from all related departments reviewed by APC in the same month and share the same syllabus.
- **Schedule Type:** Multiple schedule types may be chosen if appropriate.
- **Default Grade Mode:** Letter-graded, Satisfactory/Unsatisfactory.

- **Course Attributes:** Indicate if specific course attribute should be assigned, such as Liberal Arts and Sciences (see OSRHE definition on P.16) or Variable Title (for variable topic courses).
- **Semesters Offered:** Select Fall, Spring, Summer, or Irregular.
- **GenEd Description:** If an existing course has been approved by PACGEO as a General Education Course, the indicator will be displayed here.
- **Reason for Request:** Rationale for the changes requested is provided here. Simply repeating what changes are requested is not sufficient; the reasons for making them must be stated.
- **Appropriateness of Course Number:** Explanation for the choice of course number: e.g. course fits level of instruction, fits departmental numbering scheme, is required for a major, is a guided elective, etc.
- **Relationship to other courses in the department:** Describes course request in the context of other courses offered by the department. Also addresses how changes may affect students' program of study.
- **Is this change related to any other change in the offerings of the department:** Explains how the changes relate to other changes in the department, which can occur if, for example, an entire program or area of emphasis is reorganized.
- **How is this change related to other departments' courses:** Discusses any real or apparent duplication, overlap, or conflict with courses offered by other departments. Addresses any impact this change may have on other majors' curricula and include certification that the other departments have been consulted concerning the proposed course addition/deletion or change. CourseLeaf displays the degree programs using the course being changed.
- **What expertise is expected of the faculty who will teach the course:** Explains how the course will be staffed, including the terminal degree and special credentials required for instructors to teach the course.
- **What additional expenses will be necessary:** Describes any additional expenses needed, such as library resources, lab equipment, computers, special materials, etc.
- **Other Comments:** Any other information, such as General Education status. Approval to offer a course for General Education credit is a separate process that is administered through the Provost's Advisory Council on General Education Oversight (PACGEO). See the [PACGEO Website](#) for more information.

REVIEWING COURSES IN COURSELEAF

There are three types of course proposals: new courses, course modifications, and course deletions.

New Courses

Most new course proposals are brand new, never-before-used course numbers with completely new content. There will be no red and green mark-ups on these as everything is written from scratch. The exception is when a previously deleted course number is reused for a new course. In this case, the course is edited to change the old course to the new course content. The proposal will show red and green mark-ups.

Course Change Request	
Shred Proposal	New Course Proposal
Date Submitted: 02/06/25 11:21 am	
Viewing: ENGL 4313 : Literary Criticism	
Last edit: 03/18/25 8:16 am	
Changes proposed by: ciar0002	
Date Changes Take Effect	Fall 2025

Course Change Request

These proposals contain red and green mark ups indicating what changes are taking place. These can range from minor changes (such as changing prerequisites or schedule type) to more significant changes (such as changing course titles and description), to re-using old course numbers for an entirely new course.

CIP Number	110701 - Computer Science.
Title	<u>Computational Methods in Neuroimaging</u> Neural Data Science
Short Title	<u>Comp Methods in Neuroimaging</u> Neural Data Science
Syllabus	NDS-F24 Updated.docx <u>CS 4723-5723 Comp Methods in Neuroimaging.pdf</u>

Graduate Credit: A 4000-level undergraduate course can be approved for students to receive graduate credit on their transcripts. This is used when a department does not want to offer a separate slash-listed graduate course number, but feels the material is advanced enough to apply to graduate programs. These courses can be found in the Graduate Council workflow.

These are items that you can leave for the Academic Publications Curriculum Team to follow up:

Credit Hours: Credit hours should match the last digit of the course number, unless the course is variable credit (indicated by the course numbers ending in 0). This is non-negotiable.

Contact Hours: Contact hours are per week, assuming a regular 16-week semester, and depending on the schedule type, so they get a little complicated. Whether courses meet for sufficient contact hours for their schedule type is policed by Classroom Management when they create sections in the upcoming Class Schedule. The Registrars' office will work with them to make sure the courses have the correct number of contact hours before the changes go into Banner.

Schedule Types: Schedule types determine how much students are billed for the course, how many contact hours the class must meet for, and how sections are allowed to be structured on the class schedule. For the most part, you can leave this to the Registrars' office to check. However, if you find something that looks odd, please bring it to our attention.

Schedule Type – Study Abroad: We frequently add this to courses administratively so that reciprocal exchange courses OU students take abroad can be equated to the OU course number in Banner. It does not usually mean the department intends to offer the class abroad.

GenEd Description: If a course has been approved for a specific Gen Ed attribute, we will record it here in the GenEd Description at the bottom of the proposal, or in the notes section if it is in the process of applying for gen ed through PACGEO.

Course Attributes – Liberal Arts

A new field has been added to the CourseLeaf course proposal in 2025/26 to track specific course attributes, such as the Liberal Arts and Sciences course attribute. The Oklahoma State Regents for Higher Education require a certain number of hours of liberal arts and sciences to receive a bachelor's degree:

- Bachelor of Arts: 80 hours
- Bachelor of Science: 55 hours
- Bachelor of Specialty: 40 hours

This is the OSRHE definition that Registrar's Office uses to determine whether the "LIB" attribute for liberal arts and sciences should be assigned to a course:

Liberal Arts and Sciences courses... "are those traditional fields of study in the humanities; social and behavioral sciences; communication; natural and life sciences; mathematics; and the history, literature, and theory of the fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are NOT considered to be liberal arts and sciences for the purpose of this policy."

Generally speaking, a course that is skills-oriented, performance-based, or intended for a specific career or part of a professional program, would not be considered "liberal arts and sciences".

Examples of courses that do and do not qualify as liberal arts and sciences:

<u>LIB</u>	<u>Not LIB</u>
CHEM 1315 General Chemistry	CHEM 4232 Laboratory Glassblowing
A HI 1113 The Understanding of Art	ART 2313 Beginning Drawing
MUNM 3113 World Music	MUNM 1022 Beginning Guitar
GEOG 3513 Political Geography	GEOG 3930 Field Techniques for Geographers
AVIA 2513 History of Aviation	AVIA 2231 Advanced Flying

COURSE PROPOSAL CHECKLIST

The Academic Programs Council requires a current syllabus to review for all course changes. This requirement applies to all new and modified undergraduate courses and courses in the College of Law. The Graduate Council requires a syllabus for all new graduate courses. We recommend that academic units use the [syllabus templates](#) provided by the Center of Faculty Excellence.

Course Code	Course Title
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The following items need to be corrected in the course request in CourseLeaf:

Course Number		Repeatable	
Course Title		Slash-listed/Cross-listed	
Course Prerequisites		Schedule Type(s)	
Course Description		Grade Mode	
Credit Hours/Contact Hours		Semester Offered	

Syllabus: The following items are missing or need to be corrected.

- ☐ Goals of the course
- ☐ Course prerequisites
- ☐ University policies:
 - ☐ Mental Health Support Services
 - ☐ Reasonable Accommodation Policy
 - ☐ Title IX Resources and Reporting Requirement
 - ☐ Religious Observance
 - ☐ Adjustments for Pregnancy/Childbirth Related Issues
 - ☐ Final Exam Preparation Period
 - ☐ Emergency Protocol
 - ☐ The University of Oklahoma Active Threat Guidance
 - ☐ Fire Alarm/General Emergency
 - ☐ Generative AI Policy
- ☐ List of required reading materials
- ☐ Learning outcomes
- ☐ List of all major reading, laboratory, and/or performance assignments for the semester
- ☐ Approximate due dates for all graded assignments
- ☐ Percentage each assignment contributes to the final grade
- ☐ All percentages add up to 100% or points total add up correctly
- ☐ Grading scale
- ☐ 16-week schedule showing coursework content and assignment due dates
- ☐ Finals week must include final exam or final project/some type of class activity

PROGRAMS SUBCOMMITTEE

REVIEW OF PROGRAMS

APC PROGRAM AGENDA

The APC Program Agenda is emailed to committee members two Fridays before the meeting after 4:00 p.m. each month. It is in a Word document listing all program proposals submitted by academic departments including program modifications, program deletions, and new programs.

APC Chair, Program Subcommittee Chair, and Program Committee Members will review each program proposal in CourseLeaf program inventory and type their comments under each proposal in the Word document. Members of the program subcommittee will login to CourseLeaf and click on "Workflow" to see the programs that need to be reviewed.

Sample view of Program Agenda:

Program Requirement Changes
<p>DODGE FAMILY COLLEGE OF ARTS AND SCIENCES</p> <p><u>Economics, Bachelor of Arts (RPC 047, MC B300).</u> Course requirement changes to remove the MATH 2123 or MATH 2423 Calculus II requirement. Total hours for the degree will not change.</p> <p><u>Reason for request:</u> Department is wanting to provide two Economics options in Dodge Family College of Arts & Sciences to include a revised Bachelor of Arts (having dropped Calculus II requirement) and additionally request to create a new Bachelor of Science degree. (that retains the Calculus II requirement and adds other requirements).</p> <p>Insert comment here.</p>
<p>PRICE COLLEGE OF BUSINESS</p> <p><u>Leadership, Undergraduate Certificate (RPC 486, MC T371).</u> Course requirement changes to add MGT 3403 Conscious Capitalism to the elective course options under the category of Human Capital and Leadership. Total hours for the certificate will not change.</p> <p><u>Reason for request:</u> By adding this course to the Leadership Certificate, it will give students additional flexibility in finding electives to satisfy the requirements for certificate completion. Its placement in the Human Capital and Leadership category reflects the course's emphasis on leading employees (Human Capital) and adds an ethical and stakeholder dimension not emphasized in current offerings in the certificate electives.</p> <p>Insert comment here.</p>

When reviewing programs, look for the following:

1. Protect the rights of students in program deletions.
2. Review for duplication of programs.
3. Are there adequate resources for the program?
4. Look for logical prerequisites.
5. Does the program make sense?
6. Are University rules satisfied?
7. Review check sheets for correctness and clarity.
8. Assess the impact on other programs, of program deletions and course changes.
9. Are course changes coordinated with program changes?
10. Does the program have faculty academic review?

An updated copy of the Program Agenda with responses from the departments will be emailed to all Committee Members on the day before the meeting for review, and to be used during the meeting.

COURSELEAF INFORMATION FOR PROGRAMS

APC Program Proposals can be accessed at the CourseLeaf website

<https://nextcatalog.ou.edu/admin/dashboard/>. Click on the "Workflow" tab. Proposals for your review will be listed based on your role in APC. If you have several other roles in CourseLeaf, you can either sort by Approver heading to group the proposals by role or select "Any Role" in the "Role" drop-down box to clear current filters. Then select "APC Program Subcommittee" to review the program proposals. Select each proposal to open up a pop-up window to view the proposal. This page is for reviewing requests only. Do not use the Edit, Rollback, or Approve button on the form for APC proposals. Comments/Questions should be added to the agenda document.

There are three types of program proposals: new program proposals, program modifications, program inactivation (suspensions and deletions).

Review of New Programs

1. New programs, certificates, embedded certificates, option/major, and existing degree in new location: The department must fill out the Provost form to [Propose a New Program](#) and it must be approved by the Provost office before the program can be added to the APC or Graduate Council agenda. Academic Publications or Graduate College will check for this before the program is added to the agenda.
2. Any new, changed, or deleted courses need to go to APC/Graduate Council either before or with the program.
 - a. For courses in workflow, new courses will have a + next to the course. Modified courses will have an • next to the course. Courses submitted for deletion will have an – next to the course.
 - b. Check the course inventory <https://nextcatalog.ou.edu/courseadmin/> to see where the course is in workflow and if it's at the same level of approval as the program. Course changes already approved will list the date of approval under History (click on the date to see the approved changes).
3. Check that required prerequisite courses are included in program requirements.
4. Check that the curriculum requirements match the requirements in the plan of study, including total hours. All program and degree requirements need to be in the plan of study for undergraduate and accelerated degrees.
 - a. The Program Requirements box will list major and major support requirements.
 - b. The Degree Requirements box will list the general education requirements for undergraduate and accelerated degrees.
 - c. The Plan of Study box will list a suggested semester plan for undergraduate and accelerated degrees.
 - d. The Course List box will list elective course options or additional information for concentrations.
5. Total hours in the curriculum requirements should match total hours in the semester plan for undergraduate and accelerated programs (some courses may double count with gen ed in the curriculum).

6. Curriculum requirements must meet college, University, and Regent's requirements. For example:
 - a. The college requires a minimum of 48 (or 40) upper-division hours (depending on college) – check plan of study for enough upper-division hours.
 - b. Regents require a minimum of 30 hours specialization, which are the major requirements.
7. Check that admission and graduation requirements are appropriate for the program.
8. Check that all the questions have been answered and boxes checked appropriately.
9. A current degree checksheet (with semester plan for undergraduate and accelerated programs) must accompany the program proposal and must agree with the proposed curriculum in the program. Academic Publications will create and attach the checksheet created from CourseLeaf.

Specific Requirements for Various Types of Programs

1. **Options:** Multiple Level IV majors under the same Level III program. They will all have the same Regents Program Code.
 - a. Option Addition: "Are you adding an Option (Major) to an existing program?" will be marked yes. Check the curriculum. All options must have a 50% common core for undergraduate programs. This requirement is more flexible for graduate programs. Related courses must share the same two-digit CIP code. Courses in the common core should be listed in the Common Core/Shared Courses box.
 - b. Existing options: "Is this program an Option?" will be marked yes.
2. **Concentrations:** Multiple Level V tracks within the Level IV major (approved through Provost level).
 - a. Concentrations that have a common curriculum and set number of concentration hours will be listed on a single program request/checksheet. These will be added to the program through the Edit Program button – Add area of concentration.
 - b. Concentrations with little common curriculum or varying concentration hours will be listed on separate program requests/checksheets. These will be added through the Propose New Program button which creates a separate program request/checksheet for just this concentration.
3. **Certificate Requirements:**
 - a. **Undergraduate Certificates:** 15 or more credit hours; at least 50% of the hours must be upper division.
 - b. **Graduate Certificate:** 12-18 credit hours; at least 50% of the coursework must be graduate level.
 - c. **Embedded Certificates:** Courses must all be a subset of a single existing degree. The degree will be listed as an associated major.
4. **Accelerated programs or dual degrees** (two masters or master/Ph.D. program)
 - a. Addition of Accelerated or Dual Degrees: Check the list of courses that will be counted for both degrees (no more than 15% of total coursework may be used to satisfy both degrees) in the Common Core/Shared Courses box. The shared courses should also be noted in the program requirements and the plan of study.

- b. Check that the shared courses are listed in junior or senior year for sequential accelerated degrees. Simultaneous degrees will have shared courses in the Fifth year.
- c. Check the math on total hours between program requirements and plan of study.
- d. If a change is submitted for a program that is part of an accelerated/dual degree program, then a modification for the accelerated/dual degree program must also be completed.

Program Modifications

1. The type of modification will be checked off at the top of the request along with a Summary of Changes and information about total hours changing (or not). The Reason for the Request will be listed at the bottom of the request.
2. Program modifications will have red/green markup to note requirements that are added (green) or removed (red). Requirements that have been removed may display in a different place than they were originally. There is a hide changes/show changes button on the review page that allows you to toggle showing the red/green markup with display of the revised requirements.
3. Check that the summary of changes matches the curriculum changes made throughout the program requirements and plan of study. Typos in course numbers are common and cause issues if they are not caught.
4. Program requirement changes (includes changes to concentrations at Level V)
 - a. Courses listed as added or deleted on the program must be from the department submitting the request and must be courses that are added/deleted from the course catalog, not just from the curriculum/checksheet.
 - b. Any new, changed, or deleted courses need to go to APC/Graduate Council either before or with the program.
 - i. For courses in workflow, new courses will have a + next to the course. Modified courses will have a ● next to the course. Courses submitted for deletion will have an – next to the course.
 - ii. Check the course inventory <https://nextcatalog.ou.edu/courseadmin/> to see where the course is in workflow and if it's at the same level of approval as the program. Course changes already approved will list the date of approval under History (click on the date to see the approved changes).
 - c. Check that the curriculum requirements match the plan of study, including total hours. All program and degree requirements need to be in the plan of study for undergraduate and accelerated degrees. The total hours in the curriculum should match the total hours in the plan of study.
5. Check that all the questions have been answered and boxes checked appropriately.
6. A current and proposed degree checksheet (with semester plan for undergraduate and accelerated programs) must accompany the program proposal and must agree with the proposed curriculum in the program. Academic Publications will create and attach the checksheet created from CourseLeaf.

7. Change of program name or degree:
 - a. If the question "Is this program an option?" is marked yes, then the program may also require an option name change.
 - b. Level IV major name should match the Level III program name unless there are multiple majors/options under the same Level III program.
8. Program reinstatement:
 - a. A suspended program can be reinstated but a deleted program cannot. A deleted program must be proposed as a new program.

Program Inactivation

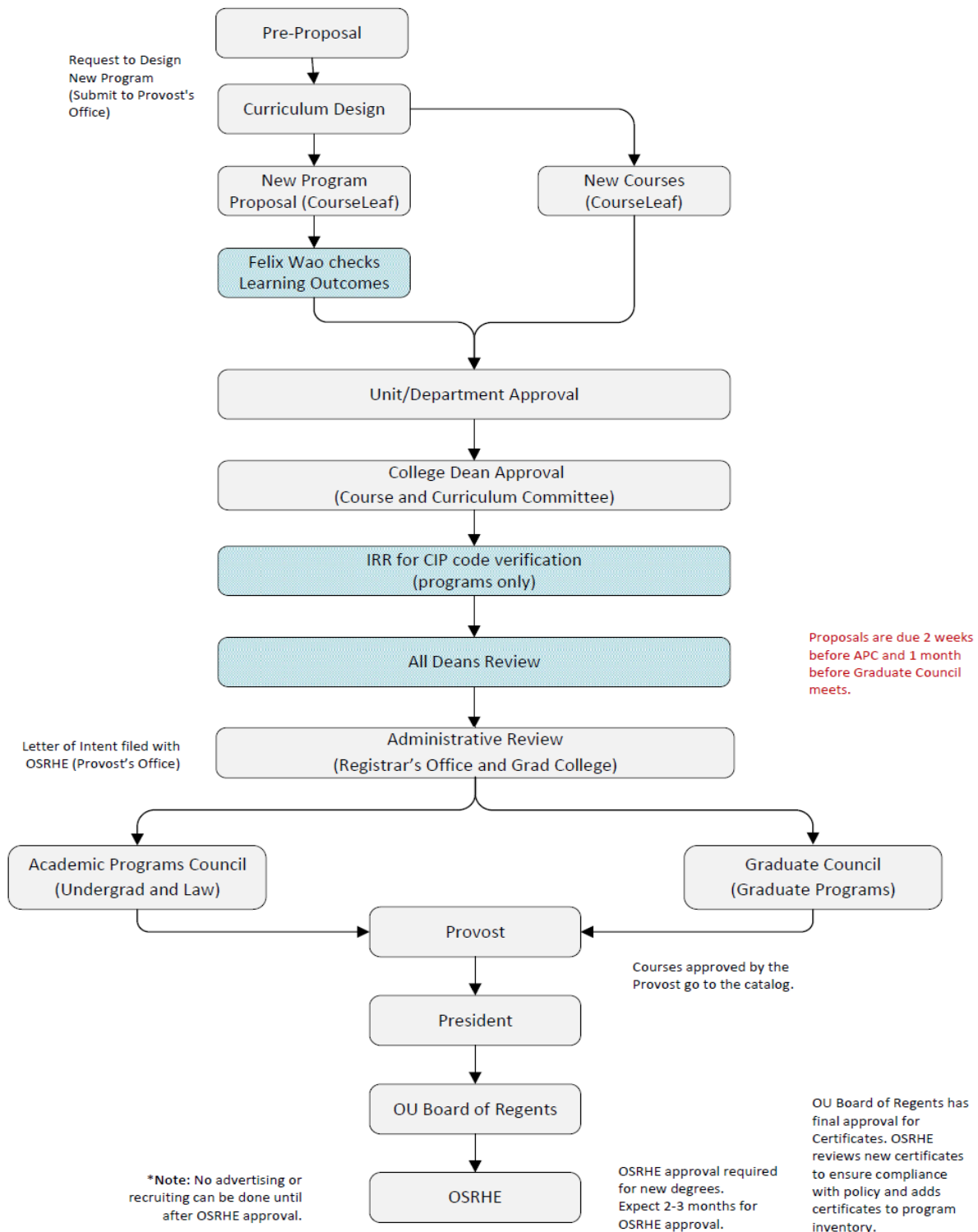
1. Program suspension: programs may be suspended for 1-3 years to determine if the program will be deleted or revised and reinstated.
2. Program deletion
 - a. Request should say they are deleting the program. All options or concentrations within this program need to be deleted at the same time.
3. Option deletion (Level IV major)
 - a. Request should say they are deleting the option, as opposed to the program.
4. Concentration deletion (Level V concentration) may be completed through Edit Program (Delete Area of Concentration) or the Inactivate program button.
 - a. Deletion through editing the program will provide the correct questions/answers at the bottom of the proposal.
 - b. Deletion through the inactivation button provides the questions/answers at the top of the proposal.

Program Approvals

1. **Administrative/Internal programs (approved through the Provost level)**: Accelerated programs, dual degrees, and minors. Concentrations are also approved through the Provost level but reported to the Regents.
2. **Programs approved by the Regents**: Program deletion, program suspension, change of program name or degree, option name change (Level IV major), option addition (Level IV major), option deletion (Level IV major), program requirement changes (includes additions/deletions/changes to concentrations which are Level V), Other (non-substantive changes), program reinstatement.

PROGRAM AND COURSE APPROVAL PROCESS

Program and Course Approval Process



IMPORTANT LINKS

CourseLeaf

CourseLeaf 10 Dashboard

<https://nextcatalog.ou.edu/admin/dashboard/>

CourseLeaf Course Inventory Management

<https://nextcatalog.ou.edu/courseadmin/>

CourseLeaf Program Management

<https://nextcatalog.ou.edu/programadmin/>

Link to CourseLeaf Instructional Videos

<https://www.ou.edu/registrar/forms-and-resources/resources>

Provost Office

Provost Website for Academic Planning for Courses

<https://www.ou.edu/provost/academic-planning/academic-programs-council>

Provost Website for Academic Planning for Programs

<https://www.ou.edu/provost/academic-planning/programs>

Provost Memorandum – “Honoring Our Commitment to Our Students”, August 19, 2025

<https://www.ou.edu/content/dam/provost/provost-new/files/communications/Honoring-Our-Commitment-2025-Fall.pdf>

Center for Faculty Excellence

Home Page <https://www.ou.edu/cfe>

Basic Syllabus Template [[DOCX](#)]

Syllabus Template with Text [[DOCX](#)]

Blended and Online Syllabus Example [[DOCX](#)]

Visual Syllabus [[PDF](#)]

Required University Policies [[DOCX](#)]

Generative AI Policies [[DOCX](#)]

Canvas

Historical APC Information for Reference