

Instructions for Completion of Oklahoma State Regents for Higher Education Academic Programs

Program forms located at <http://www.okhighered.org/admin-fac/academic-forms/>

New Program Proposal

- New program requests should be submitted two years prior to the desired effective term as the vetting process for new programs requires multiple levels of approval.

Program Modification:

- Modifications that contain a change in program hours or major changes to the curriculum should be submitted at least one year in advance of the effective term.
 - OU Norman requires a two-year notification of any program prerequisite change.
 - Allows feeder schools to prepare new courses or increased enrollment in existing courses.
 - Feeder college counselors should be notified of the change in the program prerequisites or requirements. An email list can be obtained from the Office of Student Affairs or counselors who attended the Counselor's Workshop.

Approval Process and Timeline for Submission:

- Varied amounts of time should be allowed for the college internal curriculum review approval.
- Submission should be received by APC at least one week prior to the scheduled APC meeting that occurs on the first Thursday of the month. APC does not meet in July.
- After APC approval, the request is sent to the OUHSC Provost's Office for signature, then to OU Regents.
 - OU Regents' require an agenda item to be received 4 weeks prior to the meeting.
 - Meeting dates at <http://www.ou.edu/regents/meetingdates.html>
- After OU Regents' approval, the request is sent to the State Regents' (OSRHE).
 - OSRHE require an agenda item 6 weeks prior to the scheduled meeting.
 - Meeting dates at <https://www.okhighered.org/state-system/meeting-dates.shtml>

Form Terminology

- Formal Degree (Level I): Bachelor of Science, Master of Arts, Doctor of Philosophy, Professional, etc.
- Degree Designation as Printed on Diploma (Level II): Bachelor of Science in Nursing, Doctor of Dental Surgery, Doctor of Medicine, etc.
- Title of Proposed Degree Program that will be Listed on OSRHE Degree Inventory (Level III): Nursing, Medicine, Physician Associate, Pharmacy, etc.
- With Options (Level IV): Anatomical Sciences, Dosimetry, Nurse Education, etc.
- Delivery Method(s): Traditional, Electronic, Hybrid
- Three Digit Instructional Program Code:
 - CIP Codes for new programs: Assigned by the Office of Admissions and Records
 - CIP Codes for existing programs:
<http://admissions.ouhsc.edu/Portals/1047/assets/documents/Major%20Codes%20Deadlines/Inventory%20Report.pdf>

New Program response/rationale will be required for the following criteria on the form

Evaluation Criteria

All actions in the approval of new programs for public institutions are subject to a stipulation regarding the program's ability to attain specified goals that have been established by the institution and have been approved by the State Regents. At the conclusion of an appropriate period of time, the program's performance shall be reviewed on the basis of the specified goals in a manner mutually satisfactory to the sponsoring institution and the State Regents. Final endorsement of the program will depend on demonstrated viability. (OSRHE)

Curriculum

Explain how the curriculum achieves the objectives of the program by describing the relationship between the overall curriculum or the major curricular components and the program objectives. Include the total number of hours required for the degree, general education requirements, hours in major, program core hours, option hours, guided electives, and general electives. (OSRHE Policy 3.4.5.B).

The proposed program must meet the University and State Regents' minimum curricular standards, including the total credit hour requirements for program completion, liberal arts and sciences, general education, and area of specialization credit hour requirements (OSRHE Policy 3.15 Undergraduate Degree Requirements). Additionally, the curriculum should be compatible with accreditation or certification standards, where available. Any clinical, practicum, field work, thesis, or dissertation requirements should be included in the proposal.

Academic Standards

Clearly state the admission, retention, and graduation standards that must be equal to or higher than the State Regents' policy requirements and should be designed to encourage high quality (OSRHE Policy 3.4.5.C).

Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment; therefore, the institution must demonstrate demand for the proposed program (OSRHE Policy 3.4.5.F). Additional program demand resources may be found at: <https://www.oesc.ok.gov/>

Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is needed to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution's overall need for funds (OSRHE Policy 3.4.5.I).

Provide evidence of adequate funding, which includes but is not limited to, reallocation of existing resources, tuition and fees, discontinuance or downsizing of an existing program or organizational unit, and cost/funding explanation.

Program Review and Assessment

Describe program evaluation procedures. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by the State Regents' policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission (OSRHE Policy 3.4.5.J).