

## Instructions for completing the Program Modification form

Requests for both *substantive and nonsubstantive* degree program modifications must be submitted using the State Regents' **Request for Program Modification** form. This form consists of:

- the Cover Page
- the page or pages that correspond to the type or types of changes requested
- the Signature Page

A current degree check sheet and a proposed degree check sheet that clearly shows the proposed changes must accompany a request for modification of an undergraduate degree.

When submitting a request for a program modification, the order of the pages is important:

- Cover Page
- Type of Request Page(s). If you are requesting extensive changes and your summary or rationale will not fit into the *Summary of changes* or *Reason for requested action* spaces provided on the Type of Request Page, you can type "see attached explanation" in those spaces and provide a more detailed description as an attachment.
- Attached explanation (see above)
- Current degree check sheet
- Proposed degree check sheet
- Signature Page

### Cover Page

**Institution submitting request:** University of Oklahoma

**Contact person:** Someone who can answer questions about the requested Program Modification; include the title and phone number of this person.

**Current Title of Degree Program (Level III):** Aggregations of courses with an institutional-unique program code (also known as the State Regents' Program Code). This level defines the discipline in which the degree is awarded. Examples include Bachelor of Science in Chemistry, Master of Arts in French, Doctor of Philosophy in Economics. Level III titles are listed on the Degree Program Inventory at <http://www.ou.edu/provost/ir/>.

**State Regents' three-digit Program Code:** This is *Regents Program Code*, not the OU major code. State Regents' codes are also listed on the Degree Program Inventory.

**Degree Granting Academic Unit:** This is the name of the degree college, not the name of the department or school.

**With options in:** Level IV - State Regents' policy refers to this level as an option, but at OU it is referred to as a major and assigned an OU major code. Level IV options are listed on the Degree Program Inventory.

### Type of Request:

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change

(7) Program Requirement Change

(8) Other Degree Program Modification

On headers on subsequent pages, the *Institution Submitting Request* is the University of Oklahoma; the *State Regents' three-digit program code and Program name of program to be modified* are the same as that listed on the cover page.

## Type of Request Pages

(1) **Program Deletion** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. Departments must also address the effect deletion of the program and/or associated courses may have on other departments' programs, and document that these other areas have been consulted concerning the proposed deletion.

(2) **Program Suspension** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. Departments must also address the effect suspension of the program and/or associated courses may have on other departments' programs, and document that these other areas have been consulted concerning the proposed deletion.

(3) **Change of Program Name and/or Degree Designation** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. Departments also need to specify whether the change applies to Level I, II or III per the Degree Program Inventory. **NOTE:** Department/school name changes are not proposed through the program modification process. Those types of name changes are submitted directly to the Provost.

(4) **Option Addition** – The reason needs to state more than just the fact that the option is being added, it needs to provide the motivation behind the request. Departments must also address how the additional option may depend on other departments' programs and/or courses, and document that these other areas have been consulted concerning the proposed option.

(5) **Option Deletion** – The reason needs to state more than just the fact that the option is being deleted, it needs to provide the motivation behind the request. Departments must also address the effect deletion of the option and/or associated courses may have on other departments' programs, and document that these other areas have been consulted concerning the proposed deletion.

(6) **Option Name Change** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request.

(7) **Program Requirement Change** – The reason needs to state more than just the fact that the change is being requested, it needs to provide the motivation behind the request. If the change involves other departments' courses, the department must document that these other areas have been consulted concerning the proposed change.

(8) **Other Degree Program Modification** – Any other request types.

## Signature Page

The following approvals are needed for a program modification:

- Department/School Chair/Director
- Degree College Dean
- Graduate College, if applicable
- Provost

**Substantive changes** require approval of the Provost and both the OU Regents and the State Regents.

Most program modifications fall into this category, including:

- deleting or suspending a degree program
- changing the name or degree designation of a degree program (Levels I, II or III)

- combining two degree programs
- adding or deleting an option (level IV)
- changing the GPA required for a degree program
- changing the number of hours required for a degree program

**Nonsubstantive changes** require approval of the Provost and notification of the OU and State Regents. The types of changes that fall into this category are primarily changes in course requirements, i.e., the addition or deletion of specific courses that make up a degree program, *as long as this action does not change the number of hours required for the degree.*

Requests to deliver an existing program electronically should be submitted using the State Regents' **Existing Program Delivery Electronically Request** form.

Both forms are available online in section 6 of the Provost's **Memos and Forms on Academic Procedures** page at <http://www.ou.edu/provost/pronew/content/memorand.html>.