

Instructions for Request for Administrative/Internal Changes Form

Requests for administrative/internal program modifications must be submitted using the Request for Administrative/Internal Changes form, available in section 6 of the Provost's Memos and Forms on Academic Procedures page at <http://www.ou.edu/provost/pronew/content/memorand.html>, consisting of:

- Cover Page
- Narrative explanation with supporting documents
- the Signature Page
- A current degree check sheet, or list of current requirements in the case of a minor, and a proposed degree check sheet, or proposed list of minor requirements, that clearly shows the proposed changes must accompany a request for modification.

Cover Page

Department submitting request: The name of the department/school offering the degree or minor.

Contact person: Someone who can answer questions about the requested Administrative/Internal Change; include the title and phone number of this person.

Current Title of Degree Program (Level IV): Aggregations of courses under an umbrella degree program. 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. In most cases there is a one-to-one relationship between the OU major (Level IV) and the Level III program. However, there are a few OU majors that are grouped under a common Level III program. Examples include majors in Chemical Engineering and the Chemical Engineering Pre-Med Option, both of which are under the Bachelor of Science in Chemical Engineering; and majors in Ballet Performance, Ballet Pedagogy and Modern Dance Performance, all of which are under the Bachelor of Fine Arts in Dance. Level IV titles are listed on the Degree Program Inventory at www.ou.edu/provost/ir/.

With Concentrations (Level V) in: Subgroupings of courses within a major often referred to as tracks or concentrations. These are permitted, but are not regulated by State Regents' policies and they do not appear on the diploma or transcript. Level V titles are listed on the Degree Program Inventory.

Program Code (Level III): This is *Regents Program Code*, not the OU major code. State Regents' codes are also listed on the Degree Program Inventory.

Major Code (Level IV): The OU major codes are listed on the Degree Program Inventory.

CIP Code (Level III): Classification for Instructional Programs (CIP) codes indicate classification of instruction. Program CIP codes are listed on the Degree Program Inventory.

Degree Granting Academic Unit: This is the name of the degree college.

Department Head: Person who oversees the program listed above.

Type of Request:

- (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 for area of concentration/track or minor
- (6) Addition of an Accelerated Dual Degree Program
- (7) Deletion of an Accelerated Dual Degree Program
- (8) Other

Signature Page

Administrative/Internal changes require approval of Department/School Chair/Director, College Dean, Graduate College (if applicable), and Provost.

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: ____ area of concentration/track (Level V) ____ minor

____ (6) Addition of an Accelerated Dual Degree Program

____ (7) Deletion of an Accelerated Dual Degree Program

____ (8) Other _____

The University of Oklahoma

REQUEST FOR ADMINISTRATIVE/INTERNAL CHANGES

(Department submitting request)

(Program Name & Code being modified)

Approval Signatures

(Department/School Chair/Director)

(Date)

(College Dean)

(Date)

(Graduate College)

(Date)

(Academic Programs Council)

(Date)

(Provost)

(Date)