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 the Academic Program / Course Approval and Deadlines section of the Provost’s Memos and Forms on Academic Procedures page at http://www.ou.edu/content/provost/memos/memos1111.html, consisting of:

- Cover Page
- Appropriate page corresponding to the type of change and 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. An example would be the 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 http://www.ou.edu/content/irr/degree-program-inventory.html.
- **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 accelerated/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.