PROGRAM APPROVAL
STEP-BY-STEP PROCESS
(NON-SUBSTANTIVE CHANGES)

The diagram below illustrates the step-by-step process a program request must follow to be approved for the University of Oklahoma, Norman campus by the Oklahoma State Regents for Higher Education. This applies to program changes.

Items the department must supply:
1. Completed Oklahoma State Regents for Higher Education Request Form with necessary attachments and signatures.
2. Current and Proposed Degree Checksheet for program changes.

The diagram is not transcribed here because it contains a complex flowchart that would be difficult to represent accurately in text form.

1. Completed Request Form
2. Current and Proposed Degree Checksheet
3. Notify College Deans, Directors, Chairs, & PACA
4. Update Degree Inventory
5. Log into program tracking information
6. Notify Okla. State Regents for Higher Education
7. Notify Univ. of Oklahoma Board of Regents
8. Notify Academic Programs Council and its subcommittee
9. Log into program tracking information
10. Update Degree Inventory
11. Notify College Deans, Directors, Chairs, & PACA
12. Notify Okla. State Regents for Higher Education
13. Notify Univ. of Oklahoma Board of Regents
14. Notify Academic Programs Council and its subcommittee

LEGEND
= contact Academic Publications for inquiry
= contact Provost’s Office for inquiry

This chart produced by Academic Publications.
Revised 6/13