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 both new programs and 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 new programs and program changes.

**Legend**
- **=** contact Academic Publications for inquiry
- **=** contact Provost’s Office for inquiry
- **=** NEW PROGRAMS ONLY. Changes to OSRHE Levels 2 & 3 require a letter of intent to be sent from the President to the Chancellor. Upon receipt of a new program request, the Coordinator of Academic Publications notifies the Provost and Vice Provost for Instruction for a letter of intent to be drafted. This does not apply to option additions.
- **=** Higher Learning Commission currently must approve online programs and offerings at a new level.

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**Program Approval Step-by-Step Process**

(Substantive Changes)

- Originates in Department
- College Dean
- Coord. of Academic Publications
- Preliminary review by Provost, Vice Provost, Graduate Dean, and Chair of APC
- Coord. of Academic Publications
- Log into program tracking information
- Provost’s Office
- Coord. of Academic Publications
- Academic Programs Council and its subcommittee
- Coord. of Academic Publications
- Graduate College (if applicable)
- University of Oklahoma Board of Regents
- Provost’s Office
- Oklahoma State Regents for Higher Education
- Coord. of Academic Publications
- Update Degree Inventory
- Notify College Deans, Directors, Chairs, & PACAA
- Catalog

Flowchart produced by Academic Publications. Revised 6/13