

*Oklahoma State Regents for Higher Education*  
**NEW PROGRAM DELIVERED ELECTRONICALLY  
REQUEST FORM**

\_\_\_\_\_  
Institution Submitting Proposal

\_\_\_\_\_  
Degree Designation as on Diploma (Level II)

\_\_\_\_\_  
Formal Degree Abbreviation (Level I)

in

\_\_\_\_\_  
Title of Proposed Degree Program (Level III)

With options (Level IV) in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CIP Code \_\_\_\_\_  
Suggested Instructional Program Code \_\_\_\_\_

**Does your Institution have prior Electronic Delivered  
Program approval?** Yes \_\_\_\_\_ No \_\_\_\_\_

Academic Unit (e.g. Department, Division, School) \_\_\_\_\_  
Name of Academic Unit \_\_\_\_\_  
Name of Program Director \_\_\_\_\_

Intended Date of Implementation \_\_\_\_\_

Anticipated Date for Granting First Degrees or Certificates \_\_\_\_\_

Specialty Accrediting Agency \_\_\_\_\_

Name, Title and Information of Contact Person \_\_\_\_\_

Date of Letter of Intent \_\_\_\_\_

Date of Governing Board Approval \_\_\_\_\_

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If requesting institution has gone through the electronic delivery approval process and has been approved to offer subsequent electronic delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page six of this form. If you have any questions contact Gina Wekke at 405-225-9142.**

### **3.16.10.B Program Approval Procedures for Online**

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses. Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

#### **1. Centrality of the Proposed Program to the Institution's Mission**

*(If your institution is simultaneously requesting a new on-campus program you do not have to fill out this section)*

A program will adhere to the role and scope of the institution as set forth in its mission statement and as complemented by the institution's academic plan. List the objectives of the proposed program and explain how the proposed program relates to the institutional mission and academic plan.

*(Size of box provided is NOT an indicator of the length of response expected; please include as much information as needed to thoroughly address each standard.)*

#### **2. Curriculum**

*(If your institution is simultaneously requesting a new on-campus program you do not have to fill out this section)*

Provide a list of the curriculum to be offered with an existing program online.

The proposed program must meet the State Regents' minimum curricular standards including the total credit hour requirements for program completion, liberal arts and sciences, general education, and area of specialization credit hour requirements (refer to 3.15 Undergraduate Degree Requirements). Additionally, the curriculum should be compatible with accreditation or certification standards, where available.

Provide the following information for the program and for each option (some categories may not apply to all programs):

Total number of hours required for degree:	_____
Number of hours in general education:	_____
Number of hours in degree program core:	_____
Number of hours in option:	_____
Number of hours in guided electives:	_____
Number of hours in general electives:	_____

### 3. Delivery Method

Describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning.

### 4. Demand for the Program

*(If your institution is simultaneously requesting a new on-campus program you do not have to fill out this section)*

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program.

- a. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, should be adequate to expect a reasonable level of productivity.

*(If your institution is simultaneously requesting a new on-campus program you do not have to fill out this section)*

- b. Employer Demand: Clearly describe all evidence of sufficient employer demand, normally in the form of anticipated openings in an appropriate service area in relation to existing production of graduates for that area should be provided. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

(Local/state employer demand information must be included, not solely national employer demand data.)

#### Estimated Student Demand for the Program

Project estimated student demand for the first five years of the program.

Academic Year	Degrees Conferred	Majors (Headcount) – Fall Semester

## 5. Duplication

*(If your institution is simultaneously requesting a new on-campus program you do not have to fill out this section)*

Provide specific evidence that the proposed program is not unnecessarily duplicative of similar offerings in the state.

## 6. Cost and Funding of the Proposed Program

*(If your institution is simultaneously requesting a new on-campus program you do not have to fill out this section)*

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution's overall need for funds.

Provide evidence of adequate funding:

### 3.16.5 Academic Standards

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

**A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance.

**B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class.

**C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity.

**D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data.

**E. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information?

**F. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus.  
Describe the resources that are available to distance learning students.

**G. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' *Academic Calendars* policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section.

**H. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' *Institutional Admission and Retention* and *Assessment* policies).

**I. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus.

**J. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program.

**K. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services.

### **3.16.11 Approval of Subsequent Online Programs**

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

### 3. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning.

### 4. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program.

- a. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, should be adequate to expect a reasonable level of productivity.

- b. Employer Demand: Clearly describe all evidence of sufficient employer demand, normally in the form of anticipated openings in an appropriate service area in relation to existing production of graduates for that area should be provided. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

(Local/state employer demand information must be included, not solely national employer demand data.)

### 5. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution's overall need for funds.

Provide productivity goals related to the cost and funding of the proposed program.