

Oklahoma State Regents for Higher Education
NEW PROGRAM 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 _____

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:** _____

Evaluation Criteria

All actions in the approval of new programs for public institutions are subject to a stipulation regarding the program’s ability to attain specified goals that have been established by the institution and approved by the State Regents. At the conclusion of an appropriate period of time, the program’s performance shall be reviewed on the basis of the specified goals in a manner mutually satisfactory to the sponsoring institution and the State Regents. Final endorsement of the program will depend on demonstrated viability.

A. Centrality of the Proposed Program to the Institution’s Mission

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. An evaluation will be made as to the centrality of the program to the institution’s mission. (State Regent Policy 3.4.6.A)

(Institution’s response/rationale should follow each criteria, A through I of this policy; (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.)

B. Curriculum

The curriculum should be structured to meet the stated objectives of the program. Explain how the curriculum achieves the objectives of the program by describing the relationship between the overall curriculum or the major curricular components and the program objectives. (State Regent Policy 3.4.6.B)

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. Any clinical, practicum, field work, thesis, or dissertation requirements should be included in the proposal.

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: _____

For AAS Degrees:

Total number of hours required for degree: _____

Number of hours in general education: _____
Number of hours in technical specialty: _____
Number of hours in technical support courses: _____
Number of hours in technical related coursework _____

Describe how the proposed program will articulate with related programs in the state. It should describe the extent to which student transfer has been explored and coordinated with other institutions.

Specific curricular information. List courses under the appropriate curricular headings and asterisk new courses. In the curriculum description, indicate the total number of new courses and how development will be funded.

C. Academic Standards

Clearly state the admission, retention, and graduation standards which, must be equal to or higher than the State Regents' policy requirements, and should be designed to encourage high quality. (State Regent Policy 3.4.6.C)

D. Faculty

Faculty resources shall be demonstrated to be adequate and appropriate for the proposed program. The number of faculty will meet external standards where appropriate. The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program should be summarized. The institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries. (State Regent Policy 3.4.6.D)

E. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access,

library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high quality program. The proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available. (State Regent Policy 3.4.6.E)

F. 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. (State Regent Policy 3.4.6.F)

1. 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. (State Regent Policy 3.4.6.F)

2. 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

Programs are provisionally approved and given enough time for a planning year plus the number of years necessary to produce one graduating class (i.e. a two-year program is allowed three years to meet its graduates and majors goals, a four-year program is allowed five years, etc.) unless the institution makes a specific timeframe request with a strong rationale.

Please indicate the specific productivity criteria and timeframe for final review of the program:

This program will enroll a minimum of _____ students in fall _____(year); and
will graduate a minimum of _____ students in _____(academic year).

(NOTE: Productivity data must come from the same academic year. Example: enroll a minimum of 50 students in fall 2003 and graduate a minimum of 35 students in 2003-04.)

Program Approval for Online Delivery

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. (State Regent Policy 3.16)

Note: If your institution is also requesting to offer the proposed program via electronic delivery you must also fill-out the New Program Delivered Electronically Request Form located in the State Regents' Procedure Handbook Forms and Reference Information section.

G. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (State Regent Policy 3.4.6.H)

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

H. 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. (State Regent Policy 3.4.6.I)

Provide evidence of adequate funding, which will include, but not be limited to:

1. Reallocation of Existing Resources: The institution must provide evidence of campus funds to be reallocated to the proposed program. The source and process of reallocation must be specifically detailed. An analysis of the impact of the reduction on existing programs and/or organization units must be presented.

2. Tuition and Fees: The institution must provide evidence of a projected increase in total student enrollments to the campus as a result of the proposed program.

3. Discontinuance or Downsizing of an Existing Program or Organizational Unit: The institution must provide adequate documentation to demonstrate sufficient savings to the state to offset new costs and justify approval for the proposed program.

Cost/Funding Explanation

Complete the following table for the first five years of the proposed program and provide an explanation of how the institution will sustain funding needs for the life of the proposed program in the absence of additional funds from the State Regents. *The total funding and expenses in the table should be the same, or explain source(s) of additional funding for the proposed program.

Cost/Funding Summary:

Program Resource Requirements

A. Funding Sources	Year of Program				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Total Resources Available from Federal Sources					
<i>Narrative/Explanation:</i>					
Total Resources Available from Other Non-State Sources					
<i>Narrative/Explanation:</i>					
Existing State Resources					
<i>Narrative/Explanation:</i>					
Resources Available through Internal Allocation and reallocation*					
<i>Narrative/Explanation:</i>					
Student Tuition					
<i>Narrative/Explanation and Calculations:</i>					
TOTAL					

B. Breakdown of Budget Expenses/Requirements	Year of Program				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Administrative/Other Professional Staff					
<i>Narrative/Explanation:</i>					
Faculty					
<i>Narrative/Explanation:</i>					
Graduate Assistants					
<i>Narrative/Explanation:</i>					
Student Employees					

**Equipment and Instructional
Materials**

Narrative/Explanation:

Library

Narrative/Explanation:

Contractual Services

Narrative/Explanation:

Other Support Services

Narrative/Explanation:

Commodities

Narrative/Explanation:

Printing

Narrative/Explanation:

Telecommunications

Narrative/Explanation:

Travel

Narrative/Explanation:

Awards and Grants

Narrative/Explanation:

TOTAL

I. Program Review and Assessment

Describe program evaluation procedures for the proposed program. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents' policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission. (State Regent Policy 3.4.6.J)