

Academic Program Development New Program Proposal Procedure

Purpose:

New programs are an educational response to societal, intellectual, or occupational trends.

Related Procedure:

The process for adoption and implementation of new programs is subject to guidelines established by Regents for Regional University System of Oklahoma (RUSO) and Oklahoma State Regents for Higher Education (OSRHE). These governing boards consider program demand, duplication, cost, and quality.

1. Curriculum additions or changes requiring OSRHE approval shall be submitted to RUSO.
2. OSRHE policy II-2-17 through II-2-20.4 describes the program approval processes. These policies address the creation of new programs and modifications to existing programs.

PROCEDURE

1. New Program Origination

An idea for a new program will generally originate through cooperative work of the faculty, department chair(s)/school director(s), and dean(s) of the appropriate areas. The new program should be part of the college's strategic plan. The new program proposal should reflect alignment with the Program of Distinction components.

2. New Program Proposal Format

The form is found on the Academic Affairs website in the Forms section. All sections of the form must be completed for program consideration. Needs data source materials must be attached as an addendum. Oklahoma needs data must be included.

3. College Strategic Plan

Each college must consider all elements of the proposal and the college's willingness to make necessary re-allocations to fund new expenses. The program must be integrated into the college strategic plan.

4. Academic Affairs Preliminary Review

Any proposal for a new program must be submitted to the Office of Academic Affairs at least ten working days prior to submission to Academic Affairs Leadership Team (AALT) for review of budget and need.

5. Review by the Academic Affairs Leadership Team

The Academic Affairs Leadership Team (AALT) will review all proposals in light of university needs and plans. New program proposals will be prioritized. The vice president

- for academic affairs will prepare recommendations for the president.
6. **Review by the President**
For the new programs supported by the president, the Office of Academic Affairs will complete the appropriate forms and submit them to RUSO and OSRHE for consideration.
 7. **RUSO and OSRHE Notification**
Upon presidential approval, the Office of Academic Affairs will initiate the “letter of intent” to RUSO and OSRHE. The “letter of intent” is valid for one year. If the program proposal is not submitted to OSRHE within that time frame, either a new “letter of intent” must be submitted, an extension requested, or the letter of intent withdrawn. Letters of intent must be submitted to OSRHE at least 30 days prior to submission of full program proposal.
 8. **Curriculum Review by Academic Councils**
The college may submit curricular changes required by the new program proposal to the Office of Academic Affairs either at the time of submission of the “letter of intent” or after the proposal is approved by OSRHE. The Office of Academic Affairs will distribute the curricular proposals to the appropriate academic council(s).
 9. **Approval by RUSO ***
If the President signs the final new program proposal, the Office of Academic Affairs will forward it to RUSO. RUSO must approve the new program prior to its consideration by OSRHE.
 10. **Approval by OSRHE ***
If approved by RUSO, the new program proposal will be forwarded to OSRHE. OSRHE will take one of four actions: 1) disapprove, 2) defer, 3) provisionally approve, or 4) approve without qualification. Upon notification of OSRHE’s action, the Office of Academic Affairs will notify the department/school and the appropriate dean.
 11. **New Program Implementation**
The department/school should implement the program on the date specified by the Office of Academic Affairs. A department/school may request the program be implemented prior to inclusion in the next catalog. A department/school seeking exceptions to the normal timing must provide justification for the exception and demonstrate that implementation would not adversely impact other programs.

Policy signed by Provost/Vice President for Academic Affairs on October 9, 2006.

Edited to meet changes in RUSO requirements 7-15-08.

Revised 1/7/ 2010

* Timing issues may allow for simultaneous submission to RUSO and OSRHE.