

New Major Proposal Procedure

Purpose:

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

Related Procedure:

The process for adoption and implementation of new majors 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 3.4 describes the major approval processes. These policies address the creation of new majors and modifications to existing majors.

PROCEDURE

1. New Major Origination

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

2. New Major Proposal Format

The form is found on the Academic Affairs website in the Forms section. All sections of the form must be completed for major 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 major must be integrated into the college strategic plan.

4. Academic Affairs Preliminary Review

Any proposal for a new major must be submitted to the Office of Academic Affairs for a review of budget and need at least ten working days prior to review by the Provost's Cabinet (PC).

5. Review by the Provost's Cabinet

The Provost's Cabinet (PC) will review all proposals in light of university needs and plans. New major proposals will be prioritized. The vice president for academic affairs will prepare recommendations for the president.

6. **Review by the President**
For the new majors supported by the president, the Office of Academic Affairs will complete the appropriate forms and submit them to RUSO and OSRHE for consideration.
7. **Curriculum Review by Academic Councils**
The college may submit curricular changes required by the new major proposal to the Office of Academic Affairs either at the time of presidential approval or after the proposal is approved by OSRHE. The Office of Academic Affairs will distribute the curricular proposals to the appropriate academic council(s).
8. **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.
9. **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.
10. **New Program Implementation**
The department/school should implement the major on the date specified by the Office of Academic Affairs. A department/school may request the major 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 majors.

Implementation Date: Fall 2004

Coordinating Offices: Provost's Cabinet, Enrollment Management, Academic Advisement, Department Chairs, Deans

Academic Affairs Point-of-Contact: Assistant Vice President for Academic Affairs - Policy and Curriculum and the Office of Planning and Analysis

Policy approved by the Provost/Vice President for Academic Affairs on April 6, 2007.
Edited to meet changes in RUSO requirements 7-15-08.
Revised January 7, 2010.

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