

Summary of the Process for New Academic Programs and Program Modifications

This document summarizes the approval process for new programs and program modifications as outlined in **OSU Policy and Procedure 2-0211**. Each CourseLeaf/CIM Programs workflow step listed below represents a step in this process. Department steps include approval from a staff department coordinator (for units that have one), the department curriculum chair, representing approval of the faculty curriculum committee, and the department head, representing approval of the full faculty. At the college level, the college curriculum chair indicates the approval of the college faculty curriculum committee. The college curriculum coordinator approves the technical aspects of the proposal, and then the associate dean approves on behalf of the college administration. Subsequent steps provide approval from university-wide groups and administrators, the OSU/A&M Board of Regents, and the Oklahoma State Regents of Higher Education.

Department Workflow Steps

- Department Coordinator
- Department Curriculum Chair
- Department Head

College Workflow Steps

- College Curriculum Chair
- College Curriculum Coordinator
- College Associate Dean

Additional Workflow Steps

- Academic Affairs
- Graduate Council (if a graduate program)
- Instruction Council (associate deans for academic programs in each college)
- Council of Deans
- OSU/A&M Board of Regents
- Oklahoma State Regents for Higher Education*
- Registrar's Office (Catalog, Degree Works)

*New degree program requests and degree program deletions require approval from the OSRHE Board. Program modifications, online delivery, and new certificate requests require notification to the OSRHE staff.

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Deadlines

- Colleges should submit new program requests and program modifications to Academic Affairs by October 1st for implementation during the next academic year.
- Program modifications must be approved by the OSU/A&M Board by the June meeting to be included in the upcoming catalog. (Example: Modifications must be approved at the June 2026 OSU/A&M Board to be included in the 2026-2027 catalog)
- New programs can be implemented at the time final approval is received.

Approvals

- Multiple individuals can be assigned to a specific role and receive email notifications for approvals.
 - If multiple individuals are assigned to a single role, it is the department or college's responsibility to determine who approves a specific program.
- You can preview workflow steps from the [Program Management](#) page or the [Approval](#) page
- When approving a program proposal or modification, you need to select the corresponding role from the "Your Role" drop-down menu

Rolling Back Programs

- If a program is rolled back for edits, the program must pass back through workflow.
 - For example, if the College Curriculum Coordinator rolls a program back to the Department Coordinator, the program must go back through all the workflow steps in order to return to the College Curriculum Coordinator.
- It is helpful to leave a comment in the Reviewer Comment box when edits or changes have been made after a program is rolled back. This provides a notice to the next person in the workflow that the edits or changes were addressed.

Workflow Edits and Changes

- Edits and changes to workflow roles should be requested through your College Curriculum Coordinator.
- When requesting workflow edits and changes, the College Curriculum Coordinator should include the following:
 - Role being edited or changed
 - Individual's name, OSU email address, and O-Key user name
 - Action to be taken (remove, replace, add, etc.)
- Please allow at least two business days for CIM Programs workflow changes to be made by Academic Affairs.