REQUEST FOR PROGRAM CHANGE(S)

University of Central Oklahoma

Please note: All information contained in this form will be reviewed by persons outside of your college. Please use clear and concise language when completing this form.

Name of program-major or minor to be changed: (maximum of 30 spaces)
Existing Name: 

Proposed Name: (if changing)(maximum of 30 spaces)
*Remember when abbreviating names, this is how they will appear on student’s transcripts.

Proposed Name: (full name of program/major if longer than 30 spaces)

Is this a:  
Program ___ Major ___ Minor ___ Sequence of Courses

Proposed change:
Name Change ___ Degree Designation ___ 
Admission Requirement Remove teaching experience and teaching certification requirement from admission requirements. ___ 

Is this program: ___ Undergraduate ___ Graduate

Is this a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)
Yes ___ No ___ If yes, send copy of proposal to the Director of Teacher Education, Dr. Brian Katsikis

CTE Approval (Stamp or initial) __________

DN APSS Donna Nigh Advanced Professional and Special Services
Department submitting the proposal

Dr. Julie Collins jcollins18@uco.edu 5289
Person to contact with questions email address Ext. number

Approved by:

Larenca Belisle, Ph.D. 8/25/2020
Department Chair Date

Julie Nigh 8/25/20
College Dean Date

Academic Affairs Curriculum or Graduate Council Date

Office of Academic Affairs Date

Effective term for this program change
(Assigned by Academic Affairs)
1. Does this program change affect other programs or departments?  
   Yes [x] No
   If yes, provide name(s) of department chair(s) contacted, date(s), and results of discussion(s).

2. Proposed curriculum change(s): **NO CURRICULUM CHANGES PROPOSED**
   *Please include entire major/minor as it exists and as it is proposed. Italicize and bold changes.*

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<tr>
<td><em>Existing Catalog Requirements</em></td>
<td><em>Proposed Catalog Requirements</em></td>
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3. Degree Designation: (Example, B.A. to B.F.A.)
   Existing Designation: ________
   To: ________

4. Change(s) in Minimum GPA Requirements:

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6. Other requested action:

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Academic Affairs Form  
May, 2014

**Functional review _______**  
(undergraduate proposals only)
7. Will requested change require additional funds?  
   _Yes _X No

   *If yes, please specify the amount of the additional costs, the source of the funds, and how they will be expended over the next three years, including new or re-allocated full or part time faculty/staff.*

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<th>Additional Funds</th>
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8. Please provide a summary of the requested changes. *(This is a listing of the changes requested)* *(This information will be submitted to the OSRHE)*

   *The changes included here remove two requirements (proof of teaching experience and certification) from existing admission requirements, and moves the teacher certification requirement to before the end of the program.*

9. The reason(s) for this change are based on which of the following: *(Check all that apply; explain and document in Question #10)*

   _Specialized Accreditation_
   _SSCI (Self Study for Continuous Improvement)_
   _Benchmark (e.g. comparison to peer institutions)_
   _Assessment Data_
   _Faculty Knowledge/Discipline Expertise_
   _Advisory Board/Outside Professional Group_
   _X Other_

10. For all items checked in Question #9, please provide a concise, yet comprehensive, statement that explains the reasons for requesting the change including any necessary documentation. *(The information provided here will be submitted to the OSRHE)*

   *These updates for Admissions Requirements are meant to streamline the admission process for prospective students.*
   *Moving the valid Oklahoma teaching certificate to the end of the program provides time for any candidates needing to complete requirements for certification to do so but have the certificate in time to apply for the add-on certification for Reading Specialist.*