

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Procedure for Curricular Changes	2-002 ACADEMIC AFFAIRS July 2009
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POLICY

- 1.01 Curricular change(s) involving either course changes or program(s) of study revisions should originate from the academic division responsible, based on a documented recommendation from a formal advisory committee meeting, concerning the need for revisions.

PROCEDURES

- 2.01 A course change request must be prepared on the Course Request Form and submitted to the Academic Affairs Office for approval. All changes should be submitted prior to March 15 in order to meet catalog publication deadlines. Course changes submitted and approved normally become effective with the beginning of the fall semester.
- 2.02 Because most program modifications will require Oklahoma State Regents for Higher Education (OSRHE) approval, the division chair shall submit Oklahoma State University Institute of Technology's Program of Study Change Request Form to the Academic Affairs office by March 15. Depending on the nature of change, and whether the change is considered substantive or non-substantive, the Chief Academic Officer will prescribe the format and procedures necessary. Substantive changes will include but not be limited to the following:
- Program Deletion
 - Program Suspension
 - Change of Program Name and/or Degree Designation
 - Option Addition
 - Option Deletion
 - Option Name Change
 - Program Requirement Change
 - Other Degree Program Modification

Effective: August 1994
Revised: October 2004
Revised: July 2009