


OKLAHOMA BAPTIST
UNIVERSITY
**COLLEGE OF GRADUATE
AND PROFESSIONAL STUDIES**

CGPS Process for Proposing New Programs, Certificates or Degrees

- Step 1** Complete Program Pre-Proposal Approval Form.
Find Program Pre-Proposal Approval Form on website under CGPS Faculty Resources
- Step 2** Email Program Pre-Proposal Approval Form to Provost.
- Step 3** Provost presents Program Pre-Proposal Approval Form to Executive Leadership Team for discussion, feedback and approval. Upon completion, Provost returns form to proposer.
- Step 4** Present Program Pre-Proposal Approval Form to Graduate council for updates and feedback.
- Step 5** Host a preliminary launch team consisting of the following:
- a. CGPS staff
 - b. Marketing representative
 - c. Financial aid representative
 - d. Registrar representative
 - e. Business office representative
- Step 6** Incorporate feedback from Steps 1-5 and complete the Formal Program Proposal Form.
Find Formal Program Proposal Form on website under CGPS Faculty Resources
- Step 7** Obtain campus approval from the following:
- Department
 - Academic college
 - CGPS Dean
 - Associate Provost
 - Assessment office
 - Financial aid
 - Registrar
 - Business office
 - Graduate council: Discussion and vote
- Step 8** Submit this form, Program Pre-Proposal Form and Formal Program Proposal Form to the following:
- Provost
 - Board of Trustees (February, May, October)
 - Higher Learning Commission (if required)