

Academic Programs Council (APC)
ADMINISTRATIVE COMPLETENESS CHECKLIST
(To be completed by APC staff prior to routing materials to APC members.)

Purpose: This checklist is intended to verify that proposals are administratively complete before being distributed to APC members. Completion of this checklist does not constitute an academic review or recommendation regarding the merits of the proposal. Academic evaluation is performed by the faculty members of the Academic Programs Council.

1. Submission Received

- ☐ Submission received by the published APC deadline
- ☐ Effective term identified
- ☐ Contact person identified
- ☐ Proposal type identified
 - ☐ Course Addition
 - ☐ Course Revision
 - ☐ Course Deletion
 - ☐ New Degree Program
 - ☐ New Certificate
 - ☐ Program Modification (Major/Minor)
 - ☐ Transcript Specialization
 - ☐ Other: _____

SUBMISSION RECEIVED

2. Required Documentation

- ☐ Appropriate APC request form included
- ☐ Supporting documentation attached
- ☐ Required attachments are legible and complete
- ☐ Current curriculum/degree sheet included, if applicable
- ☐ Proposed curriculum/degree sheet included, if applicable
- ☐ Changes clearly identified or highlighted
- ☐ Required justification or narrative included
- ☐ Additional required memoranda included, if applicable

REQUIRED DOCUMENTATION

3. Syllabus Review (Course Additions/Revisions)

- ☐ Syllabus attached
- ☐ Simple Syllabus template used
- ☐ Course title matches request form
- ☐ Course number matches request form
- ☐ Credit/clock hours match request form
- ☐ Course description matches request form

SYLLABUS REVIEW

4. Required Approvals

- ☐ Department Chair/Director approval
- ☐ College Curriculum Committee approval, if applicable
- ☐ Graduate College Curriculum Review Committee approval (5000–6000–level courses, if applicable)
- ☐ College Dean approval
- ☐ Additional required approvals obtained, if applicable

REQUIRED APPROVALS

5. Administrative Verification

- ☐ Required fields completed
- ☐ Requested effective date appears reasonable
- ☐ Proposal type is appropriate for requested action
- ☐ Related proposals submitted together when required (e.g., course revisions accompanying a program modification)

ADMINISTRATIVE VERIFICATION

6. Regulatory/Policy Considerations

- ☐ OU Board of Regents approval required
 - ☐ Yes
 - ☐ No
- ☐ Oklahoma State Regents for Higher Education (OSHRE) approval or notification required
 - ☐ Yes
 - ☐ No
- ☐ Higher Learning Commission notification required, if applicable
 - ☐ Yes
 - ☐ No

REGULATORY/POLICY CONSIDERATION

7. APC Meeting Preparation

- ☐ Item placed on APC agenda
- ☐ Proposal uploaded to APC portal
- ☐ APC members notified
- ☐ Department representative notified to attend

APC MEETING PREPARATION

8. APC Action

Meeting Date: _____

- ☐ Approved
- ☐ Approved with Revisions
- ☐ Tabled
- ☐ Not Approved

Notes

APC ACTION

9. Post Meeting Follow-Up

- ☐ Minutes updated
- ☐ College notified of APC action
- ☐ Additional information requested, if applicable
- ☐ OU Regents materials prepared, if applicable
- ☐ Registrar notified to implement approved course changes
- ☐ OSRHE materials prepared or notification submitted, if applicable
- ☐ Documentation archived
- ☐ Submission tracking log updated

POST MEETING FOLLOW-UP