

*Embedded Certificate - New Program Request Form
(created/or abbreviated approval process/or certificate
coursework existing within a single approved program)*

Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Community Health
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership 112
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	142
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval [Click here to enter a date](#)

Signature of President:  _____ Date: 1/7/2025

Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents' staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. (3.4.4.E.4)

A. Curriculum

***Students must have completed or be enrolled in the Master of Science in Native American Leadership degree. The graduate certificate earned will be a unique concentration of defined specialty courses relevant to the topic of the certificate. No repeat of courses or course substitutions.**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate: 6
 Number of credit hours required: 6
 Number of hours in related/electives (if applicable): 0
 Number of new courses required:

Please either attach the proposed certificate's curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal.**

Certificate Requirements*		
PREFIX AND COURSE NUMBER	COURSE TITLE	CREDIT HOURS
HIS 5613	Health Information Systems	3
HIS 5623	Electronic Health Records	3
Total		6

B. Faculty

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

- 1) For embedded certificates it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

- No significant differences in faculty

- Significant differences in faculty:

- These MSNAL certificate courses will be taught by the Health Information Systems faculty of Southeastern Oklahoma State University.

- 2) For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

C. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

- 1) For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.

 IZI No significant differences in support resources
 Significant differences in support resources
- 2) For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

D. Demand

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

The purpose of the certificate in Health Information Systems is to further prepare students with the information and skills to effectively manage health information systems, patient healthcare data, and the legal requirements associated with healthcare information in the administration and support of Native American healthcare programs, services, and strategies.

2. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Student enrollment in graduate level Native American Leadership programs and emphases has been historically steady but increased significantly in the 2023-24 academic year. Enrollment in the MS Native American Leadership program, and Native American Leadership emphases within other SE graduate programs consistently averaged 69 students (range of 65-72) in the fall and spring semesters from 2021-2023. And enrollment in graduate programs with a Native American Leadership / Native American Populations emphases increased 23% (to 86) enrolled students in the fall and 32% (to 91) in spring of 2024. Furthermore, the effective management of Health Information Systems is a critical skill in Native American healthcare organizations and healthcare providers serving Native American populations. Tribal healthcare employers, students, alumni, and prospective students have expressed interest in graduate level training to assist with the management of health information systems in Indian Country.

Estimated Student Enrollment Demand (this section is only required if proposed program will be a stand-alone certificate)

Project estimated student enrollment demand for the **first five years** of the certificate.

Academic Year (e.g. 2022-2023)	Degrees Conferred	Majors (Headcount) Fall Semester e. . # in Fall 2022

- Employer Demand: These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at (cminx@osrhe.edu). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or other stakeholder documents, that demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

The Tribal Nations are an economic catalyst and reliable, permanent partner across industries and business sectors in Oklahoma and Nation-wide. "As former Oklahoma Gov. Brad Henry notes, tribal business is the biggest business we have in Oklahoma." (United for Oklahoma, Economic Impact, 2023)

In 2019, the economic impact of the 39 Tribal Nations in Oklahoma alone accounted for: \$15.6 Billion in positive economic impact in 2019 113,442 jobs supported in the state \$5.4 Billion paid in wages and benefits. Tribal Nations and populations have a significant influence and community presence in Oklahoma and Nation-wide. Tribal Nations and Tribally owned organizations: Generate billions of dollars purchasing products and services for their business operations, actively partner with federal, state, and local governments on a large scale, and produce significant economic results nationally (OK, WA, AZ, CA, NM, MN, MT).

Tribal Nations are actively engaged in:

- Government / Administration
- Education
- Health & Human Services
- Community Development
- Economic Development
- Cultural Preservation
- Workforce Training & Development
- Manufacturing

- Aviation, Advanced Air mobility, Aerospace,
- Banking & Finance
- Natural Resource management
- Green Energy
- Medical technology and medical support services,
- Communications technology,
- Hospitality, Tourism & Entertainment

E. Cost and Funding

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution's overall need for funds.

- 1) For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.

Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.

- Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

- 2) For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following

Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.

- Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

F. Program Review and Assessment

If the proposed program is an embedded certificate, program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReportJRevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

The Native American Leadership program review is due in 2028.

If the proposed program is a stand-alone certificate, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents' policies should be detailed. Program review

procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

G. Electronic Delivery

State Regents' policy (3.17) requires approval for a program that either (1) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Online delivery through the Canvas Learning Management System provided through Southeastern Oklahoma State University.

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

Note: The following responses addressing distance education are **separate from** the program's **electronic delivery approval**.

For the proposed certificate, ***including*** general education courses, please select the statement that describes the program's distance education availability:

- ALL of the courses in the proposed program can be completed entirely online.
- SOME of the courses in the proposed program can be completed entirely online.
- NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, ***including*** general education courses, please select the appropriate response to each of the following statements:

- The program has a mandatory¹ onsite² component: Yes No
- The program has a non-mandatory¹ onsite component: Yes No

¹ For the purposes of these questions, a mandatory onsite component refers to a course requirement or activity in which a student **MUST** be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student's overall class performance and grade. A non-mandatory onsite component refers to an activity in which the student is **NOT REQUIRED** to participate, such as tutoring, attending events, meeting with advisor and will not impact the student's overall class performance and grade.

² For the purposes of these questions, onsite refers to the physical campus and **NOT** off-campus locations for internships, practica, clinicals, etc.

*Embedded Certificate - New Program Request Form
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Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Health Information Systems
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership (112)
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	141
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent _____ [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval _____, [Click here to enter a date](#)

Signature of President _____ + **FL** / & ' , / _____ Date: 1/7/2025

Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents' staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. (3.4.4.E.4)

A. Curriculum

***Students must have completed or be enrolled in the Master of Science in Native American Leadership degree. The graduate certificate earned will be a unique concentration of defined specialty courses relevant to the topic of the certificate. No repeat of courses or course substitutions.**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate: 6
 Number of credit hours required: 6
 Number of hours in related/electives (if applicable): 0
 Number of new courses required:

Please either attach the proposed certificate's curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal.**

Certificate Requirements*

PREFIX AND COURSE NUMBER	COURSE TITLE	CREDIT HOURS
AHCH 5113	Theories of Health Behavior	3
AHCH 5233	Community Health Education & Prevention	3
Total		6

B. Faculty

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

- 1) For embedded certificates, it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

No significant differences in faculty

Significant differences in faculty:

These MSNAL certificate courses will be taught by the Master of Science in Community Health faculty of Southeastern Oklahoma State University.

- 2) For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

C. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

- 1) For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.

No significant differences in support resources

D Significant differences in support resources

- 2) For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

D. Demand

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

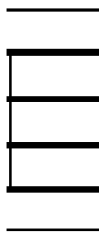

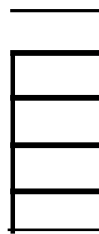
The purpose of the certificate in Community Health is to further prepare students with the information and skills to lead, educate, and advocate for effective forms of Native American community health programs, services, and strategies.

2. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Student enrollment in graduate level Native American Leadership programs and emphases has been historically steady but increased significantly in the 2023-24 academic year. Enrollment in the MS Native American Leadership program and Native American Leadership emphases within other SE graduate programs consistently averaged 69 students (range of 65-72) in the fall and spring semesters from 2021-2023. And enrollment in graduate programs with a Native American Leadership / Native American PopulaHons emphases increased 23% (to 86) enrolled students in the fall and 32% (to 91) in spring of 2024. Furthermore, community health is a high priority for Native American healthcare organizations tribal governments and healthcare providers serving Native American populations. Tribal healthcare employers, students, alumni, and prospective students have expressed significant interest in graduate level curriculum and training to assist in addressing aspects of community health in Indian Country.

Estimated Student Enrollment Demand (this section is only required if proposed program will be a stand-alone certificate)

Project estimated student enrollment demand for the **first five years** of the certificate.

Academic Year (e.g. 2022-2023)	Degrees Conferred	Majors (Headcount) Fall Semester e. . # in Fall 2022
		

3. Employer Demand: These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at (cminx@osrhe.edu). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or others stakeholder documents, that demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

The Tribal Nations are an economic catalyst and reliable, permanent partner across industries and business sectors in Oklahoma and Nation-wide. "As former Oklahoma Gov. Brad Henry notes, tribal business is the biggest business we have in Oklahoma. "(United for Oklahoma, Economic Impact, 2023)

In 2019, the economic impact of the 39 Tribal Nations in Oklahoma alone accounted for: \$15.6 Billion in positive economic impact in 2019 113,442 jobs supported in the state \$.S.4 Billion paid in wages and benefits. Tribal Nations and populations have a significant influence and community presence in Oklahoma and Nation-wide. Tribal Nations and Tribally owned organizations: Generate billions of dollars purchasing products and services for their business operations, actively partner with federal, state, and local governments on a large scale, and produce significant economic results nationally (OK,WA, AZ, CA, NM, MN,MT).

Tribal Nations are actively engaged in:

- Government / Administration
- Education
- Health & Human Services
- Community Development
- Economic Development
- Cultural Preservation

- Workforce Training & Development
- Manufacturing
- Aviation, Advanced Air mobility, Aerospace,
- Banking & Finance
- Natural Resource management
- Green Energy
- Medical technology and medical support services,
- Communications technology,
- Hospitality, Tourism & Entertainment

E. Cost and Funding

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution's overall need for funds.

- 1) For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.

Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.

- Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

- 2) For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following

Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.

- Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

F. Program Review and Assessment

If the **proposed program is an embedded certificate**, program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

The Native American Leadership program review is due in 2028.

If the **proposed program is a stand-alone certificate**, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level

student assessment requirements as established by State Regents' policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

G. Electronic Delivery

State Regents' policy (3.17) requires approval for a program that either (I) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Online delivery through the Canvas Learning Management System provided through Southeastern Oklahoma State University.

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

Note: The following responses addressing distance education are **separate from** the program's **electronic delivery approval**.

For the proposed certificate, ***it1cluding*** general education courses, please select the statement that describes the program's distance education availability:

IX! ALL of the courses in the proposed program can be completed entirely online.

D SOME of the courses in the proposed program can be completed entirely online.

NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, ***including*** general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory¹ onsite² component: Yes No

The program has a non-mandatory¹ onsite component: Yes No

¹ For the purposes of these questions, a **mandatory** onsite component refers to a course requirement or activity in which a student **MUST** be physically on campus such as orientation, laboratory requirements, meeting with faculty and is a part of the student's overall class performance and grade. A **non-mandatory** onsite component refers to an activity in which the student is **NOT REQUIRED** to participate, such as tutoring, attending events, meeting with advisor and will not impact the student's overall class performance and grade.

² For the purposes of these questions, onsite refers to the physical campus and **NOT** off-campus locations for internships, practica, clinicals, etc.

Request for Program Modification
Oklahoma State Regents for Higher Education

Institution submitting request: **Southeastern Oklahoma State University** _____

Contact person: Dr. Teresa Golden

Title: Vice President for Academic Affairs

Phone number and email address: 580-775-2286 tgolden@se.edu _____

Current title of degree program (Level II): MBA

Current title of degree program (Level III): Master of Business Administration ____

State Regent's three-digit program code: 075 _____

Degree Granting Academic Unit: John Massey School of Business

With approved options in:

- | | |
|------------------------------------|------------------------------|
| A. Management | I. Human Resource Management |
| B. Entrepreneurship | K. Aerospace Logistics |
| C. Health Care Information Systems | L. Strategic Communication |
| D. Safety | N. Accounting |
| E. Native American Leadership | P. Data Analytics |
| F. General MBA | Q. Project Management |
| G. Marketing | R: Leadership |
| H. Finance | |

TYPE OF REQUEST: Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). ***Excluding program deletions and suspensions, for modifications to be considered/or State Regents' approval, the program must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at http://www.osrhe.edu/oeis/Productivity_Report/RevParams.aspx

Date next review for the program is due:

- D (1) Program Deletion
- D (2) Program Suspension
- D (3) Change of Program Name and/or Degree Designation
- D (4) Option Addition
- D (5) Option Deletion
- D (6) Option Name Change
- (7) Program Requirement Change
- D (8) Other Degree Program Modification (non-substantive)
- D (9) Program Reinstatement
- D (10) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** 1/7/2025

Date of Governing Board approval: [Click here to enter a date.](#)

(7) Program Requirement Change

Southeastern Oklahoma State University
REQUEST FOR PROGRAM MODIFICATION
(continued)

Program name and State Regents' three-digit program code to be modified: 075
Master of Business Administration

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

Course requirement change (change in number of core courses, electives, general education, etc.
Changes in course prefixes that do not effect content should be reported, but do not require approval.)

Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other
admission criteria changes, graduation criteria change, etc.)

Total credit hours for the degree will **NOT** change.

Total credit hours for the degree **WILL** change from _____

Explain: [Click here to enter text](#)

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form
showing the current and proposed curriculum):

[Click here to enter text](#)

Number of new courses being added to course catalog/inventory: 0

Number of courses being deleted from course catalog/inventory: 0

Provide a brief summary of the reason for requested action (attach no more than one page if space
provided is inadequate):

The Master of Business Administration program seeks to implement a policy to ensure student
success by requiring completion of all pre-requisites (also called "leveling courses") by the end
of their third seven-week term. The policy states: "All Master of Business Administration
(MBA) students must successfully complete required leveling courses by the end of their third
seven-week term. Students who do not met this requirement will not be permitted to enroll in
subsequent terms until all such courses have been successfully completed."

Will requested change require additional funds from the State Regents? No Yes

*If yes, please specify the number of the additional costs, the source of the funds, and how they will be
expended (attach no more than one page if space provided is inadequate).*

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program.

Click here to enter text

Will requested change affect a Cooperative Agreement? IR!No Yes

If yes, a Cooperative Agreement Program Modification Form must be completed and submitted

ADMISSION AND/OR GRADUATION REQUIREMENTS

Please either attach current and proposed program admission and/or graduation requirements or use the tables below to list the current requirements in the left column and the proposed requirements in the right column (see appendix B for example).

Indicate the changes clearly. It is only necessary to complete this section if changes to the program's admission or graduation criteria are being proposed.

Current Program Admission and/or Graduation Requirements	Proposed Program Admission and/or Graduation Requirements
	In the Master of Business Administration (MBA), all students must successfully complete their required leveling courses by the end of their third seven-week term within their program rotation. Students who have not met this requirement will not be permitted to enroll in subsequent terms until all level courses have been successfully completed. This policy ensures that students possess the foundational knowledge necessary for advanced coursework and supports their success throughout the program.