

SECTION 8

Modifying Existing Program

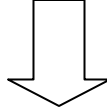
1. The automated [CourseLeaf program](#) will be used for submission of the proposal to modify an existing program. The online approval form should be completed by the department submitting the proposal, the proposal and other supporting documentation should be attached to the online approval form. The online approval form and the documentation are submitted via the automated review/approval process.
2. The proposal should provide a detailed description of the change including rationale for the change and how the proposed modification will improve the current program based on known strengths and weaknesses of the current program. Programs requiring adjustments to current resource allocation will include a statement on resource allocation and a five year budget ([attachment C](#)) with written justification showing all new annual revenues and expenses.
3. Program modifications will be approved by the Vice Provost for Undergraduate Programs and Teaching for undergraduate programs or the Vice Provost for Research and Dean of the Graduate School for graduate and professional programs. The Vice Provost may at his or her discretion submit the modification to the University Board of Undergraduate Studies or the University Board of Graduate Studies for review.
4. Once submitted online, the [CourseLeaf](#) workflow and digital signature approval process will follow automatically:
 - Dean endorses and signs online approval form.
 - Registrar concurs with program title and course(s) number and signs online approval form.
 - The remainder of the approval/review process as delineated in [Section 10](#) of the program

*Vice Provost for Undergraduate Programs and Teaching for undergraduate programs.

*Vice Provost for Research and Dean of the Graduate School for graduate and professional programs.

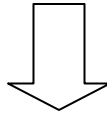
**Flow Chart for
Academic Program Review/Approval Process
Modification to Existing Program**

Department submits Approval Form with supporting documentation to

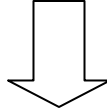


Registrar

(Reviews for concurrence on title and program numbering)



Dean signs approval form and submits with supporting documentation to



Appropriate Vice Provost**

If Approved

Signed approval form is forwarded to the Registrar for recording and returned to originating department.

**For Undergraduate program submit approval form to: Vice Provost for Undergraduate Programs and Teaching

**For Graduate or Professional program submit approval form to: Vice Provost for Research and Dean of the Graduate School