

### Section 3 Modifying Existing Program

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1. The “Approval Form” ([attachment A](#)) should be completed and if required attached as the cover sheet to any additional documentation provided supporting the proposed program modification. Prior to submitting the proposal to Office of the Provost, the proposal must be reviewed by the Registrar for concurrence on title and course number. Once the Registrar review is completed the proposal is signed by the Dean and submitted to the appropriate Vice Provost\*.
2. Included in the rationale section of the Approval Form should be an explanation providing 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 Provosts for Undergraduate Teaching and Learning 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 their discretion submit the modification to the University Board of Undergraduate Studies or the University Board of Graduate Studies for review.

The approval/review process is delineated in [Section 5](#) of the program guidelines.

\*Vice Provosts for Undergraduate Teaching and Learning for undergraduate programs or the Vice Provost for Research and Dean of the Graduate School for graduate and professional programs.