



Program Modification Proposal: CourseLeaf

Purpose: used as a template to facilitate discussion in the college(s)/school(s)/department(s) for a modification proposal to an existing program. All program modifications must follow the [Provost guidelines](#) and then be entered and approved in the [CourseLeaf](#) online approval process.

Instructions:

1. Complete Sections 1 of this form using a computer.
2. Print the form using the 'Print Form' button.
3. Route as needed.

NOTE: all program modifications are effective at the beginning of an academic year.

Section 1: Program Information

Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

Program Code _____

Official Full Title _____

Program Type Degree Primary Major Minor Stand-Alone Certificate eligible for Financial Aid Stand-Alone Certificate not eligible for Financial Aid

Other _____

Applicable Degree BA BS MA MS PhD Other (e.g. ME) _____

Academic Level Undergraduate Graduate Law Dental Health Sciences Professional

Modification includes new/termination of: ADP Concentration Specialization

Sponsoring College/School _____

Sponsoring Department _____

Start Term/Year _____
e.g. fall XXXX

Description and Requirements (attach a separate document) precisely as they should appear in the bulletin _____

Supporting Documents

all supporting documents must be submitted in CourseLeaf as indicated in the [Provost's Guidelines for Developing and Seeking Approval of Academic Programs \(new/terminating\)](#)

Rationale for this proposal

Special Needs

include any extra fees or expenses that students will incur in this program in this field. In addition, if this program is to be taught/offered at a location off-campus, indicate the location here and the percentage of the program that will be taught off-campus (e.g., MIAD-50%, MIAD-one course only)

