

SECTION 8

Modifying Existing Program

1. The automated [CourseLeaf program](#) will be used for submission of the proposal to modify an existing program. Program modifications include any changes to the admission requirements or status (i.e., implementing or lifting moratoria to admission), curricular requirements, courses offered, program title, or required credits for a previously approved 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 five-year budget projection worksheet template [attachment B](#) and the five-year assumption worksheet template [attachment C](#) with justification showing all new annual revenues and expenses.
3. Attach an email or letter to [CourseLeaf](#) from any other college/school that offers courses in this program, that the college/school is aware of the change and outline the impact this change will have on their college/school.

Program modifications will be approved by the Vice Provost for Academic Affairs for undergraduate programs or the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School of the Graduate School for graduate and professional programs. The Vice Provost for Academic Affairs or Vice Provost for Graduate and Professional Studies and Dean of the Graduate School may at his or her discretion bring modification to the University Board of Undergraduate Studies (UBUS) or the University Board of Graduate Studies (UBGS) for review.

Admissions moratoria follow the program modification approval process, except that UBGS must be informed of moratoria in the case of placed or lifted moratoria in graduate/professional programs, and UBUS must be informed in the case of placed or lifted moratoria in undergraduate programs. For undergraduate programs, the Office of Undergraduate Admissions should be consulted before a decision is made on placing a moratorium, and the Office of Undergraduate Admissions should be informed of a decision to place a moratorium as soon as possible so that materials can be adjusted.

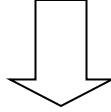
4. Accreditation - If college/school/or this program is accredited, provide documentation that this change will not affect this accreditation or that you have gained approval from that body to proceed with these changes for the next academic year. If unable to do so, this proposal must be delayed until this documentation can be provided.

5. 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 Academic Affairs for undergraduate programs.
- * Vice Provost for Graduate and Professional Studies and Dean of the Graduate School for graduate and professional programs.

Rev. 11/15/21

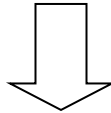
**Flow Chart for
Academic Program Review/Approval Process
Modification to Existing Program**

Department submits Approval Form with supporting documentation to

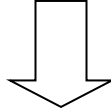


Registrar

(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 Academic Affairs

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