

## 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

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.
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**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\*\***

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