



**Office of the Chancellor-Provost, Rutgers–New Brunswick**  
**Modifications to Existing Program**

**Program Modifications**

New Program Proposals must be submitted for all proposed new degree programs and non-degree certificate programs (see Guidelines for New Program Proposals). Some changes or modifications to an existing program may also require a new program approval review by the Chancellor-Provost Office. Please consult the checklist to determine if a new program approval is required for changes/ modifications to an existing program.

Please answer the following questions. If responding “yes” to any question below, complete a new degree or non-degree certificate program proposal.

Does the change or modification to the degree or non-degree certificate:

1. Add a new program?

yes       no

2. Involve a substantial change to the philosophy/purpose of this degree or certificate program?

yes       no

3. Change the relationship to other degree or non-degree programs that may have been approved or modified since the existing program was designed?

yes       no

4. Propose major curricular changes (i.e., more than 25% of the courses will be new to the proposed program)?

yes       no

5. Involve departments or academic units that have not been previously involved with this program?

yes       no

6. Involve faculty from departments or schools that have not been previously involved in this program?

yes       no

7. Change the tuition structure?

yes       no

8. Involve changing an existing program to a fully online program?

yes       no

9. Require access to new resources that will present new opportunities for expansion of the program, or will result in a loss of resources that will require downscaling?

yes       no

10. Propose shifting the administration of the program to a different administrative/school unit?

yes       no

11. Propose discontinuing a degree or non-degree certificate program?

yes       no

12. Propose re-activating a discontinued/closed degree or non-degree certificate program?

yes       no