PROFESIONAL-TECHNICAL PROGRAM REVISION CHECKLIST

PREPARE

Prior to submitting a revision request, please review the pages 5 and 6 of the Professional-Technical Program Approval Process Guidelines regarding curriculum modifications, title changes, and inactive programs.

Prepare to submit your revision request, by gathering the following information:

Current Program Information

- ❑ Current program title
- ❑ CIP code
- ❑ EPC code
- ❑ Credit total (or range)
- ❑ Award type (certificate, AAS, AAS-T, upper division certificate)
- ❑ Program type (primary, option, short-term)

Change Information

- ❑ Identify the type of program change (title, curriculum, or status)

For Program Title Changes

- ❑ New program title

For Curriculum Changes

- ❑ New credit total (or range)
- ❑ PDF of the program curriculum guide (required attachment)

For Program Status Changes

- ❑ Confirm the program is ready to be made inactive.

  (While a program is in inactive status, current students may complete the program, but new students may not be admitted to the program. The maximum time that a program may remain in an inactive status is three years.)

- ❑ Brief explanation of the reasoning for the change

SUPPORT

For support with professional technical program approvals or revisions please contact program approval staff at programapproval@sbctc.edu.

COMMUNITY AND TECHNICAL COLLEGES
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