

## AMEND PROGRAM REVISION

**Step 1:** Once you have logged in, select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.

Select the Curriculum tab, followed by the Curriculum Library tab.

Select the program tab then select the program you want to amend, “Show History” and lastly the “Amend” button.

The screenshot shows the top navigation bar with the following elements highlighted:

- Faculty role dropdown menu (set to Faculty)
- Discipline dropdown menu (set to Administration of Justice)
- Curriculum tab
- Curriculum Library sub-tab
- Program sub-tab

Below the navigation, the filter section includes:

- Department: Accounting, ... (Total: 100)
- Program Title: Title
- Award Type: A.A. Degree for Transfer, ... (Total: 13)
- Show/Hide: (Total: 2)

The main table shows a list of programs with the following columns:

	Program Title	Program Description
<input checked="" type="checkbox"/>	AA Administration of Justice	The requirements for an associate degree in Administration of Justice may be satisfied by completing 12 units of required courses, selecting an additional 6 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective uni...

Buttons above the table include: New Revision, Show History (highlighted), and View POR Report.

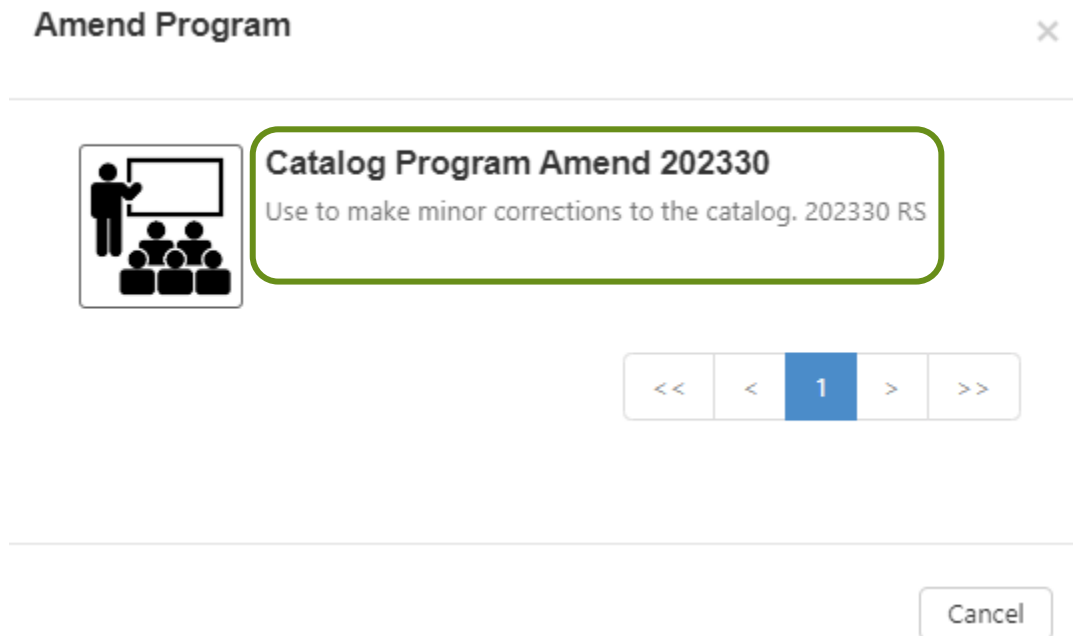
### Program History

The Program History modal displays two entries:

- Administration of Justice AA**  
Active between Summer 2019 and Fall 2022
- Administration of Justice AA** Current  
Active from Fall 2022

The 'Amend' button in the actions menu for the current program is highlighted.

**Step 2:** After selecting the “Amend” button a window will appear. Select the workflow.



**Step 3:** Make the necessary revisions and submit!

**\*\*NOTE\*\*** Substantial modifications (changes to courses, units, etc.) will not be approved via this workflow. Revisions should undergo via the standard revision process and require AP&P approval.

To watch a video on this process, please click here: <https://youtu.be/FSj7leteV9o>