How to ‘Copy a Program’ for a Modification

1.) To modify a program you must first copy the program for historical purposes. To copy a program, login to CurricUNET and click on [Program] under ‘Search.’

2.) Enter the five-digit major code of the program you want to modify or reactivate in the ‘Major Code’ field and click [OK]. You can search for your program using the program title, but it is recommended to search using the major code.

3.) Click the [Copy] icon next to the *Active* version of the program to copy and modify.
4.) Select the ‘Proposal Type’ (Modification or Reactivate) from the drop-down menu and click [Submit]. Draft a rationale on why you are modifying or reactivating the program in the ‘Program Modification Rationale’ field.

6.) The copying process is now complete! On the right-hand side under ‘Program Checklist,’ click on the section(s) of the program outline you want to modify.