

SBCTC Plan Modification Request

In this tutorial, you will see how to use the new Modify Existing Plan form as well as the process for plan modifications.

PAR Tutorial

1. Plan Modification Requests
2. Form Outline
3. Process for Plan Modification Requests

Plan Modification Requests

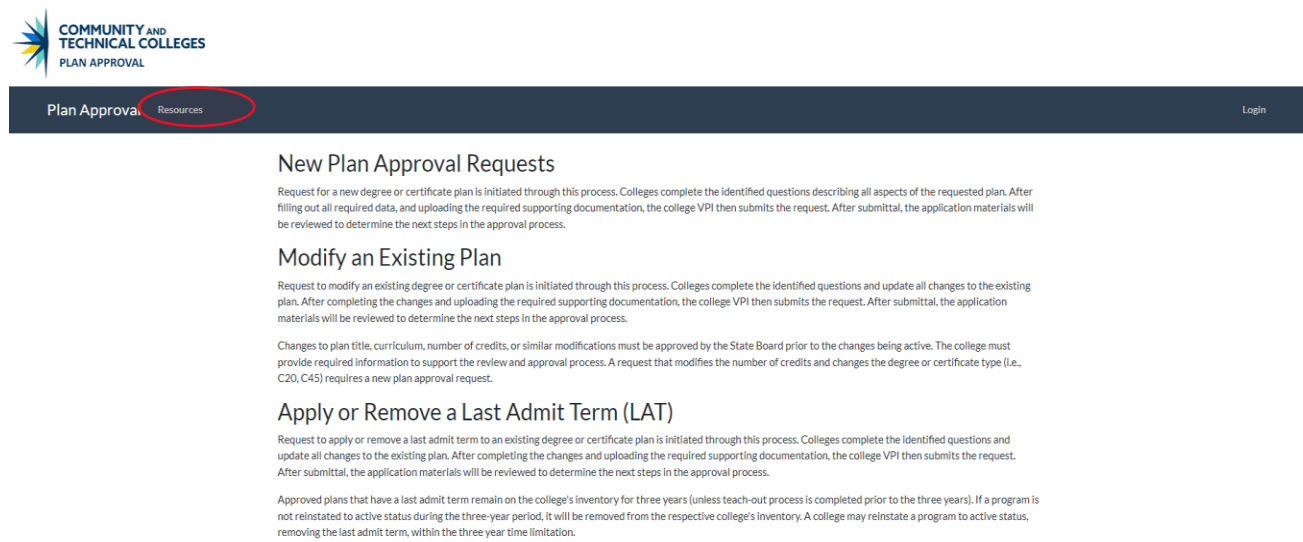
Any change to program title or curriculum modifications which result in a change to total credits must be approved by the State Board staff **prior** to the college offering the modified program.

The information below outlines the form and explains the information that the State Board needs to approve program modifications.

Please refer to the [PAR Guidelines](#) for more information about the approval process.

Accessing the Modify Existing Plan Form

Before a college can access the Plan Approval forms, they must have credentials as a user to log in. To be added as a user, please contact your college administrator (list of college administrators located under the **Resources** tab) of the Plan Approval site (image below).



COMMUNITY AND TECHNICAL COLLEGES
PLAN APPROVAL

Plan Approval Resources Login

New Plan Approval Requests

Request for a new degree or certificate plan is initiated through this process. Colleges complete the identified questions describing all aspects of the requested plan. After filling out all required data, and uploading the required supporting documentation, the college VPI then submits the request. After submittal, the application materials will be reviewed to determine the next steps in the approval process.

Modify an Existing Plan

Request to modify an existing degree or certificate plan is initiated through this process. Colleges complete the identified questions and update all changes to the existing plan. After completing the changes and uploading the required supporting documentation, the college VPI then submits the request. After submittal, the application materials will be reviewed to determine the next steps in the approval process.

Changes to plan title, curriculum, number of credits, or similar modifications must be approved by the State Board prior to the changes being active. The college must provide required information to support the review and approval process. A request that modifies the number of credits and changes the degree or certificate type (i.e., C20, C45) requires a new plan approval request.

Apply or Remove a Last Admit Term (LAT)

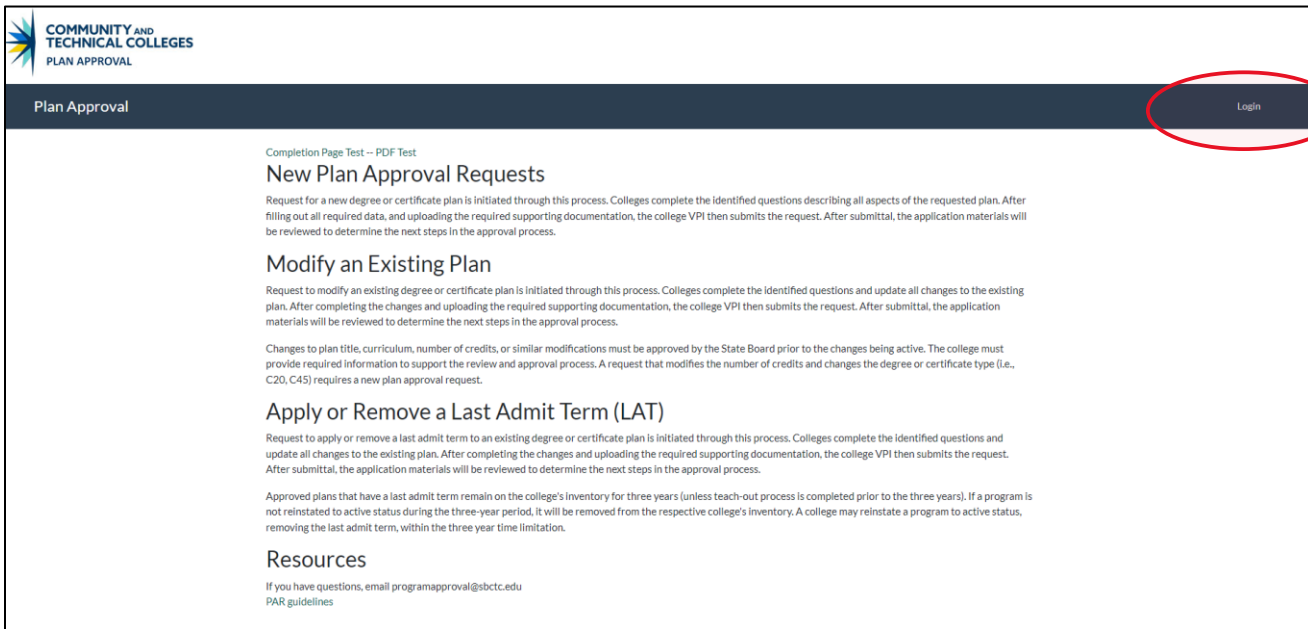
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Approved plans that have a last admit term remain on the college's inventory for three years (unless teach-out process is completed prior to the three years). If a program is not reinstated to active status during the three-year period, it will be removed from the respective college's inventory. A college may reinstate a program to active status, removing the last admit term, within the three year time limitation.

Refer to the **College Management Tutorial** located under the **Resources** tab for more information about access to the site and the different roles.

If you are unable to login to the form, please email programapproval@sbctc.edu for guidance.

A.



COMMUNITY AND TECHNICAL COLLEGES
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Plan Approval

Completion Page Test -- PDF Test

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Resources

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PAR guidelines

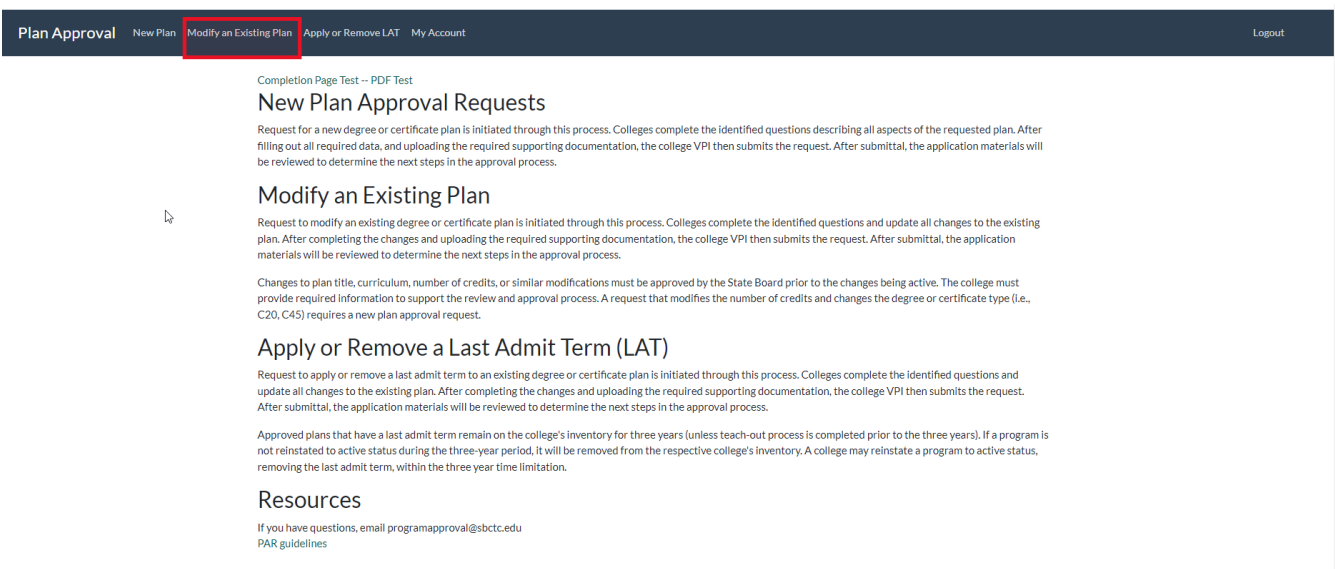
Login

Modify Existing Plan Request

Login

1. Once logged in, on the **Plan Approval** page, select the **Modify an Existing Plan** link located at the top of the page (visual B below).
2. On the **Modify an Existing Plan** page, enter the plan code of the plan you want to modify and select **Search** (visual C below). *If you do not know the plan code, please email programapproval@sbctc.edu for guidance.*

B.



Plan Approval

New Plan **Modify an Existing Plan** Apply or Remove LAT My Account

Logout

Completion Page Test -- PDF Test

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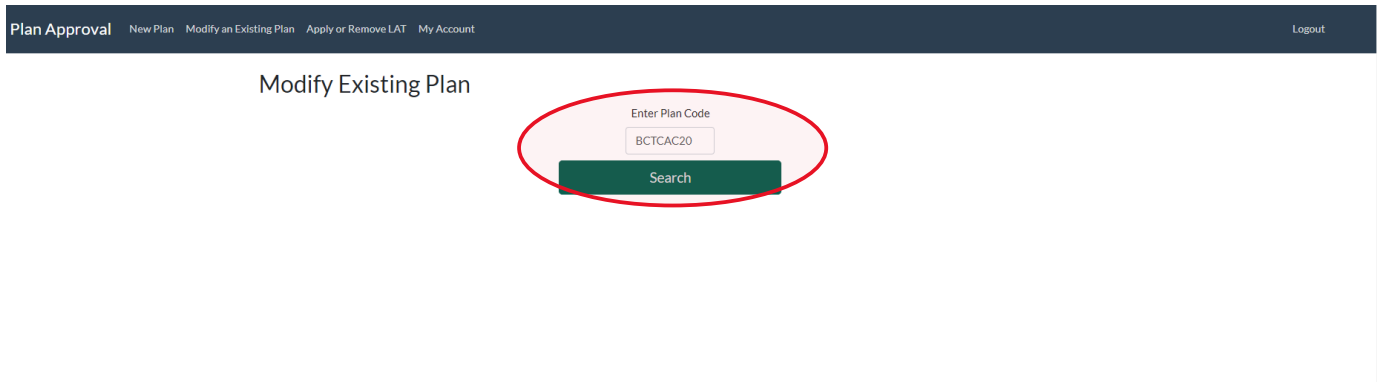
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C.

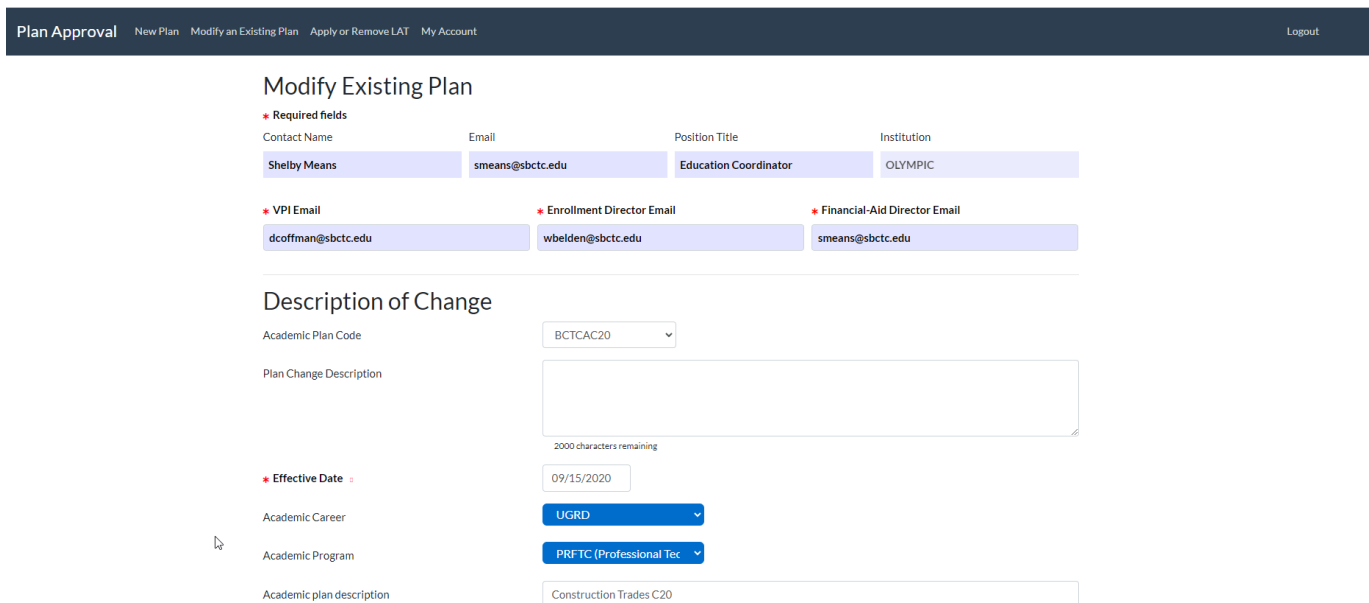


Modify Existing Plan Request

ctcLink Fields

1. You will make your plan modification request on the **Modify Existing Plan** page (visual D below). Some of the fields will be populated with what they show currently in ctcLink. You can replace information in these fields if changes apply.
2. Please refer to the [PAR Guidelines](#) and view the **PAR Form Key Terms** to learn more about each field on this form.
3. Upload any supporting documents using the **Upload** button. Make sure to select a file type and enter text in the file description box or the file will not upload.
4. Once your VPI (or VPI designee) has reviewed and approved your request, you can select **Submit Plan** for it to be sent to and reviewed by SBCTC (visual E below).

D.



Short Description

Transcript/Diploma Description

First Term Valid 2021 Fall

If changing the degree/certificate type, complete a plan approval request instead.

Program Type Primary

Plan Code of Primary Program

Degree/Certificate Offered C20

CIP Code

Add New CIP Code

NSC Classification **C20 - Certificate - Undergrad**

Report as NSC Program

Program Length Type? Years

Program Length (e.g. 01.33, 4, 12)

SULA Special Program? Not Applicable

Request PRQ plan code

Show in Advisement

What-If Advisor	What-If PreMatriculated Student	What-if Student
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Exclude in OAAP

Is this plan offered in partnership with another college?

Partnership College

What is your status in the partnership?

Is this program being offered as an apprenticeship or pre-apprenticeship? N/A

Partner Agency

Program funding approved for? Veterans Opportunity Grant

Is this program being offered fully on-line?

Is financial aid available?

Program Aligned to approved bachelors?

Enter Plan Code of Bachelors program

Does this program lead to completion of an Industry Recognized Credential?

Please identify Industry Recognized Credential

Max Credits

E.

Document Uploads

Click the button **Browse** to select the file from your computer that you wish to upload. When the file name is displayed next to the button, click the **Upload** button to submit the file.

Select file ... **Browse ...**

File Description

256 characters remaining

File Type

Upload

	File Name	File Description	File Type	Date Uploaded
Delete Download	SQL_MS_ORACLE.xlsx	SQL_MS_ORACLE	Curriculum Guide	5/9/2023 11:26:53 AM

Submit Plan

Modify Existing Plan Request

Process and Timeline

1. SBCTC will begin processing your request once you've submitted your completed revision form.
2. A copy of your request will also be sent to the individuals at your institution that are identified as departmental contacts on the Modify Existing Plan form as well as your campus VPI.
3. SBCTC staff will be in contact with you promptly as to next steps and communication will be via the programapproval@sbctc.edu email.
4. Once any questions are answered and further information is collected, SBCTC will submit a ticket via the Solar Winds ticketing system. Your Solar Winds contact listed on the form will be added as the client to the ticket and you will be copied to the ticket as well.
5. Once a ticket is submitted, communication will begin with the Solar Winds ticketing system.
 - a. *Please note that you must have full access to the Solar Winds ticketing system if you want to view the ticket in detail and respond via the ticketing system yourself.*
 - i. *To obtain access, please contact your ctLink College Leader.*
6. Once the existing plan is modified in ctLink, the college will need to review the change and confirm that the information in ctLink is correct. Once reviewed and confirmed, the ticket will be resolved. This will serve as the formal approval of the plan modification.