PLANNING AND PROGRAM REVIEW PROCESSES
CREATING A COPY OF A PLAN

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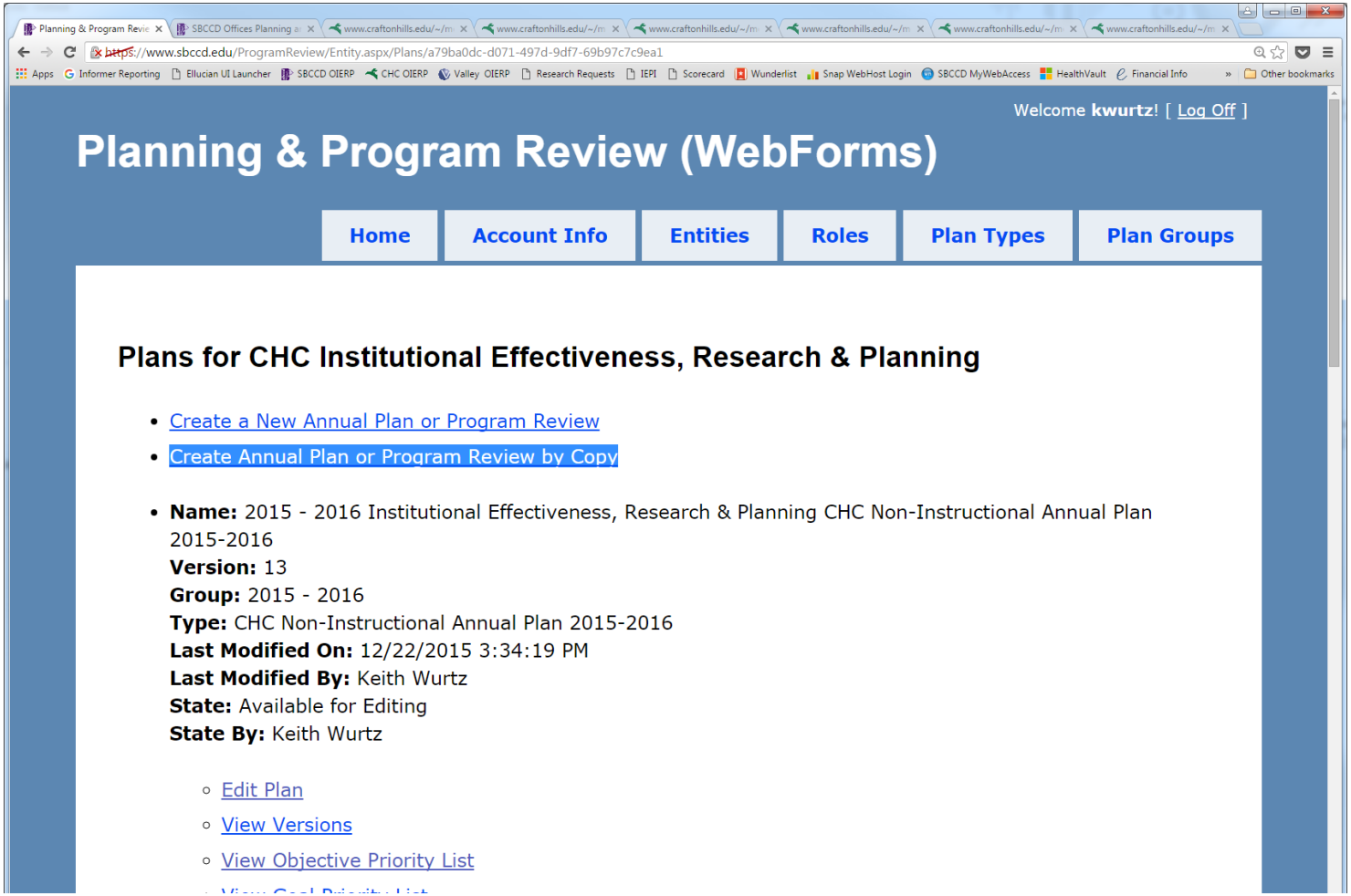
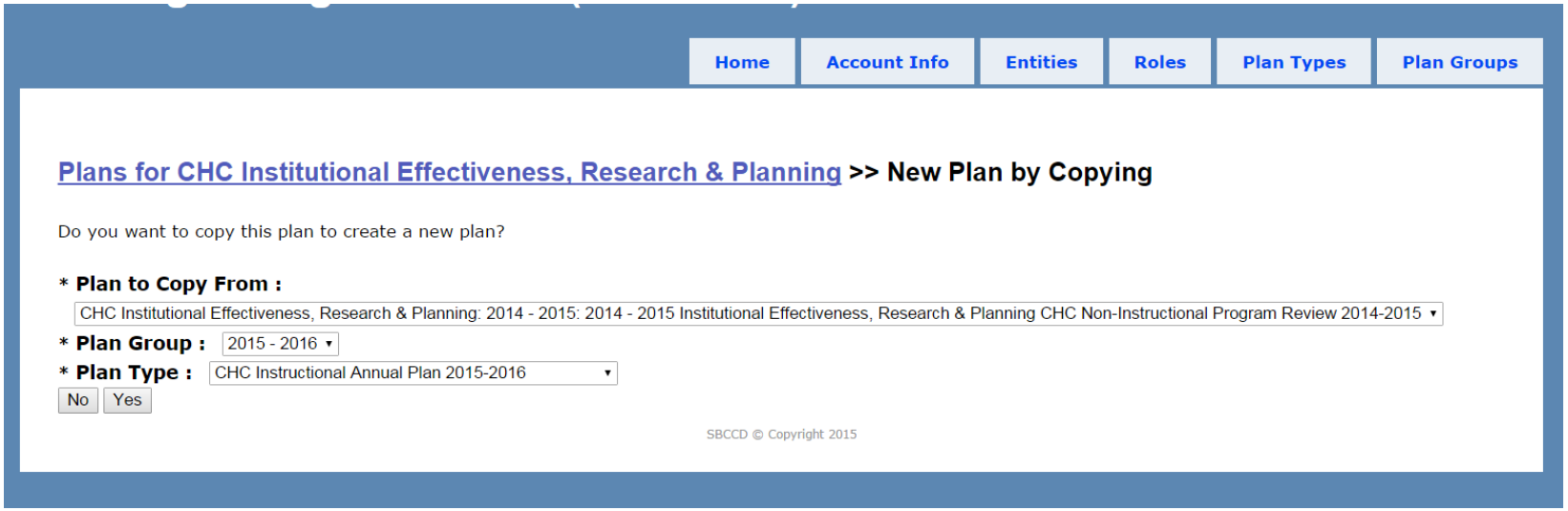
HOW DO YOU COPY A 2014-2015 PROGRAM REVIEW TO A 2015-2016 PROGRAM REVIEW?

STEP 1: CLICK ON "CREATE A PLAN BY COPY"



STEP 2: CHOOSE THE PLAN TO COPY FROM. FOR MOST PEOPLE THIS WILL BE THE MOST RECENT PLAN

STEP 3: CHOOSE THE PLAN GROUP AND PLAN TYPE. THIS IS THE CURRENT ACADEMIC YEAR AND THE YEAR IN WHICH THE PLAN OR PROGRAM REVIEW IS BEING WRITTEN. THE WEB TOOL WILL NORMALLY DEFAULT TO THE CORRECT PLAN GROUP AND TYPE.



STEP 4: CLICK "YES"