Curriculum Management

Program Management
Deactivate Program
## Action Taken

<table>
<thead>
<tr>
<th>Date</th>
<th>Who</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/13</td>
<td>Susan Olivas</td>
<td>Document Created</td>
<td></td>
</tr>
<tr>
<td>9/18/15</td>
<td>Shayna Bailey</td>
<td>Update</td>
<td></td>
</tr>
</tbody>
</table>
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1 Overview

To deactivate a minor, concentration, specialization, or graduate certificate program from the catalog, the online Deactivate Program form is used.

To deactivate a degree program, contact the Academic Programs and Planning office.

2 Opening the Deactivate Program Form

<table>
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<tr>
<th>Step 1</th>
<th>In the Curriculum Management portlet in the Academics tab of the portal, select Program Management.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>Step 2</td>
<td>In the Search field of the Program Management module, enter the name of the program to be updated. Use an asterisk (*) as a wild card key before and/or after the value.</td>
</tr>
<tr>
<td></td>
<td>Select the Search button.</td>
</tr>
</tbody>
</table>
Step 3

Select the program in the Search Results.

Information about the program will display below as well as buttons to access the forms for editing a program or for deactivating a program.

**DMHS-MNR : Disaster Management and Homeland Security Minor**

Last approved: 10/21/13 5:43 pm
Last edit: 10/21/13 5:43 pm

Catalog Pages Using this Program:
- Disaster Management and Homeland Security Minor
- Natural Resources Management and Environmental Sciences

Date: Monday, October 21, 2013
Proposer: Name
E-mail: 
Telephone:
Proposal for a new:
Start Term: Summer 2015
College: College of Agriculture, Food and Environmental Sciences

Step 4

Select the Deactivate Program button.

A new browser window will open with the form. Note that all fields outlined in red are required fields.

**IMPORTANT NOTE:** For database reasons, in-progress work cannot be saved in the form. The form must be completed and all notification memos attached before it can be saved and submitted. Once the form is submitted, an individual is no longer able to make edits to it.
3  Deactivating a Program

Step 1  If courses offered by another department are in the curriculum, respond Yes to “Does this proposal require consultation with another department?”

Another field will display with a pull down menu to list department(s) to be notified.

College: College of Agriculture, Food and Environmental Sciences
Department: Natural Resources Management and Environmental Sciences

Does this proposal require consultation with another department?

Yes  No

Departments to be consulted:

Select...

Program Code: DMHS-MNR
Title: Disaster Management and Homeland Security Minor

Select the department from the pull-down menu. Another row will automatically display to allow multiple departments to be selected, if needed.

Departments to be consulted:

City and Regional Planning
Select...
<table>
<thead>
<tr>
<th><strong>Step 2</strong></th>
<th>In the “Justification for this request” field, explain why the program is being discontinued.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Step 3</strong></th>
<th>If other departments had courses in the curriculum, attach copies of notification memos sent to the departments, by selecting the Attach Documents button.</th>
</tr>
</thead>
</table>

When the form is saved and submitted, the files will be uploaded.

<table>
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<tr>
<th><strong>Step 4</strong></th>
<th>Select the Save and Submit button at the bottom of the form to submit the proposal into electronic workflow for the catalog.</th>
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</thead>
</table>