Curriculum & Articulation Committee

Inactivate a Program Instructions and Form

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will <u>not</u> be accepted in hard copy format.

SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair and Dean have signed before you submit the form to the Articulation Officer.**

SECTION 2: Inactivate a Program

Effective Term: The first term the course will be offered (example: Spring 2019).

VPAA Signature: The signature of the Vice President of Academic Affairs is required to ensure that the submitter has prior approval to create a new program and that it is listed on the NSHE approved GBC 5 year academic plan.

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Catalog Page: Please provide a sample of the programs catalog page including a 2 or 4-year plan of study.

Why the program is being inactivated? Briefly explain why the program is being inactivated.

SECTION 3: Approvals

- The electronic C&A form and scanned supporting documents must be submitted to the Articulation Officer for review first. **Do not submit directly to Curriculum and Articulation Chair.**
- The C&A form must include signatures from submitter, Department Chair, and Dean. Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Articulation Officer will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Articulation Officer will contact the submitter and Curriculum & Articulation Chair on the next available meeting agenda.

Curriculum & Articulation Committee

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SECTION 1: SUBMITTER INFORMATION

Name of Submitter: _____ Phone Number: _____

E-mail Address: _____ Submission Date: _____

Department: _____GBC Center: _____ Building & Room #:_____

Have you received approval from Department?   Yes   No   and Dean?   Yes   No

If you have not received approval, do not submit to the Articulation Officer.

SECTION 2: INACTIVATE A PROGRAM

Effective Term: _____

VPAA signature (required) _____

Program Title: _____

Catalog Page: Attach a sample of the program catalog page.

Briefly explain why program is being inactivated:

_____

_____

SECTION 3: APPROVALS

Submitter	**Department Chair**
Name_____	Name_____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____

Dean	**Articulation Officer**
Name_____	Name_____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____

This form will not be accepted without the above signatures.

Curriculum and Articulation Chair	**Vice President of Academic Affairs**
Name_____	Name_____
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____