Inactivate a Program Form Instructions

Please note, the Inactivate a Program form 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 has signed before you submit the form to the Curriculum Manager at curriculum@gbcnv.edu.**

SECTION 2: Inactivate a Program

Effective Term: The first term the program will be inactivated from Peoplesoft. (example: Fall 2021).

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

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

Why the program is being inactivated? Briefly explain why the program is being inactivated and include information pertaining to the following questions, if applicable.
Will program courses be available for the students who are still active in the program?
Is there a plan to discontinue program courses?

SECTION 3: Approvals

- The electronic Curriculum Review Committee form and scanned supporting documents must be submitted to the Curriculum Manager for review first. **<u>Do not submit directly to Curriculum Review Committee Chair</u>.**
- The Curriculum Review form must include signatures from submitter and Department Chair, and then **submitted to the Curriculum Manager via email to curriculum@gbcnv.edu**. <u>Forms without all signatures will be returned to submitter.</u>
- During the review process, clarifications and/or corrections may need to be made to the form. The Curriculum Manager will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Curriculum Manager will contact the submitter and Curriculum Review Committee Chair on the next available meeting agenda.
- Tutorial on creating a Digital Signature in Adobe. Use the link below for this one time set up. https://helpx.adobe.com/acrobat/using/digital-ids.html

All completed forms and supporting documents must be submitted via email to curriculum@gbcnv.edu