Curriculum Change Proposal: Delete a Degree Program, Minor, or Certificate

This document should be used as a planning tool and a reference for Curriculum Change Proposal (CCP) submission.

As you fill out the CCP form, you will be asked to upload required documents. These upload submissions will replace the act of turning in documents to various offices by email. For a deletion CCP, you will upload a Word .doc of changes to the catalog language.

To propose a deletion, you should have the following information before filling out the Deletion of a Degree Program, Minor, or Certificate Qualtrics form:

Basic Information
- Proposed catalog year cycle for implementing the deletion
- Name of the degree program/minor/certificate to be deleted
- The College/School and, if applicable, the Department sponsoring the deletion
- Names of all individuals who supplied: Departmental approval, College approval, and Dean approval, along with approval dates.

Catalog Language and Proposal Rationale
- The title, along with any subsections, of the catalog to be changed.
  - For reference, see Undergraduate Catalog here and see Law Catalog here
- You will also be asked to supply a separate Word .doc containing the catalog language, striking through and replacing only the specific language to be changed. Underline added words. Please do not use track changes, and do not include hyperlinks in your answer.
- The rationale behind deleting the degree program/minor/certificate (e.g. why is this change necessary/desirable?)

Out-of-Program Impact
*If your proposed deletion will have a discernable effect on other academic units (e.g. budget, student enrollment), you are required to obtain approval from those units. Approval can only be granted by a Dean, an Associate/Assistant Dean, or a Chair/Director.*

First, the CCP form will ask several questions to attempt to assess whether this deletion will have an impact on any academic programs outside of the unit proposing the deletion. You will need to know if the deletion:
- Involves courses in other colleges/schools
- Involves courses in your college that are frequently taken by students in other colleges
- Might cause a net increase or a net decrease in the number of students from your college taking courses in other colleges
- Involves changes to the core curriculum or other basic education requirements

If it is clear that the deletion will affect specific outside programs, the form requires you to provide the approval information for any affected units including:
- Title of approver (must be a Dean, Associate/Assistant Dean, or a Chair/Director)
- Name of approver
- Date of approval
- Approving unit’s official response