

Curriculum Change Request Template: **Deactivation of an Existing Curricular Area**

Please use this template to request deactivation of a curricular area, such as a program, major, minor, track/concentration/emphasis/focus, or degree, providing all pertinent information.

This change request involves (check all that apply):

- Deactivation of an existing degree
- Deactivation of an existing undergraduate major or track/discipline/emphasis/focus
- Deactivation of an existing minor
- Deactivation of an existing graduate program
- Other

I. Summary Statement

Provide a brief (five or six sentence) description of this curricular change. (*You will reiterate this statement in the Curriculum Change Form in [Sharepoint](#).*)

II. Detailed Description and Rationale

Provide a detailed description of the curricular area to be eliminated and the reasons for its deactivation. Address the questions below:

- How does deactivation of this program align with the mission and goals of your department and the institution.
- Will the proposed deactivation of the curricular area impact the department's contributions to general education curriculum?
- If deactivation of the program impacts courses utilized by other departments or your department's use of courses in other academic areas, please submit a [Cross-Curriculum Approval form](#). (PDF)
- Indicate your plans to accommodate enrolled students to allow them to complete their degrees without hardship or added time.
- How are faculty and administrative staff within the department impacted by this change (e.g., faculty load; etc.)?
- Will deactivation of this program impact your department's needs regarding library resources?

If this proposal is approved, please work with SAS staff to ensure that next year's catalog is updated appropriately.