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

**Detailed Description and Rationale**

Provide a detailed description of the curricular area to be eliminated and the reasons for its deactivation. Please 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](http://spu.edu/depts/sas/forms/CrossCurriculumApproval.pdf). (PDF)
* In an appendix, provide a detailed “teach out” plan for students currently in the program.
* 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 or educational technology resources and instruction? (If so, please consult with the appropriate Librarian.)

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

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