Curricula – Expire a Degree Program, Major, Minor, Concentration or Certificate

1. Initiator begins request to expire:
   a. Degree Program
   b. Major
   c. Minor
   d. Concentration
   e. Certificate

2. Initiator checks for enrolled students (Cognos report)

3. Verify with admissions
   a. Verify admissions is not admitting to the program/major/etc. and it is not on the common application and no future admits
      i. If Yes, a plan must be provided by academic unit for students degree completion

4. Initiator reviews:
   a. Are there currently enrolled students?
      i. Yes – are they staying under the existing?
         1. No - have the students been notified? Will this change delay their graduation?
      ii. No – move forward

5. Initiator answers:
   a. What is effective term
   b. Brief rationale for revision

6. Department head will review
   a. Approve - proceed
   b. Deny - Send back to initiator

7. Dean of School/College will review
   a. Approve - proceed
   b. Deny - Send back to initiator

8. Notifications are sent to:
   a. Office of the Registrar
   b. Office of the Provost
   c. Associate Deans

9. Office of the Provost approval
   a. Approve – Provost Office submits to Office of the Registrar
   b. Deny - Initiator must make changes according to the result

10. If expiring an entire program (the last major in a program)
    a. Provost Office communicates with ICHE to remove the program from API

11. Office of the Registrar
    a. SIS systems updated accordingly
    b. Communicate to University stakeholders including Admissions & Financial Aid