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

Initiate request to expire or eliminate

Checking for enrolled students in program. (Cognos report)

If yes, pause action until all students are out, then expire after students are out.

Verify with admissions
1. Is it listed on application?
2. Are there future admits?

If yes, a plan must be provided by academic unit for students degree completion

Department Head approval

Approve

Deny

Dean of School/College review

Approve

Deny

Submit request to Office of the Registrar for review & recommendation

If expiring an entire program (last major in Program), Provost Office communicates to ICHE to remove from API

Embed link to routine staff action

If yes, pause action until all students are out, then expire after students are out.

If no, continue.

Office of the Provost approval

Approve

Deny

Notify Associate Deans

OTR updates SIS systems

OTR sends communication within University including Admissions & Financial Aid (POS Distribution)