

Category 2: Program Deletion/Inactive or Reactivation

- Delete program/option/emphasis/track (*requires phase-out plan*)
- Place program on “Inactive Status” list (*program must have no declared students*)
- Reactivation of program from inactive status (*inactive for less than 5 years*)

Effective Date: Effective Term: Effective Academic Year:

Program/Certificate/Option	Degree Code	CIP Code

Reason for Proposed Action (*attach additional pages as needed*)

Category 3: Instruction/Research/Service Centers and Administrative/Organization Units

- Establishment of new instruction, research, or service institute/center **attach synopsis of center’s mission and role, physical address, projected annual budget, and funding sources.*
- Deletion of instruction, research, or service institute/center.
- Establishment of administrative/organization unit **attach copy of before and after organization chart*
- Reorganization/Deletion of existing administrative/organization unit **attach copy of before and after organization chart*

Effective Date: Effective Term: Effective Academic Year:

Reason for Proposed Action (*attach additional pages as needed*)



Please save and upload this form and supporting documents to: [File Transfer System](#)