



**Category 2: Program Deletion/Inactive or Reactivation**

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Delete program/option/emphasis/track

*Requires phase-out plan. If program has enrolled students, it will be placed in P = Phase-Out Delete status until it has 0 students.*

Change program to Inactive Status

*If program has enrolled students, it will be placed in F = Future Inactive status until it has 0 students. A program can be in Inactive Status for a maximum of 5 years. After 5 years, the program will be deleted.*

Reactivation of program from inactive status (*inactive for less than 5 years*)

Effective Term:

Effective Academic Year:

Effective Date (optional):

Program/Certificate/Option	CIP Code	Degree Code

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

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

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Establishment of new instruction, research, or service institute/center that does not serve as a basis for faculty appointments or degree programs. *\*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 that does not serve as a basis for faculty appointments or degree programs.

*\*attach copy of before and after organization chart*

Reorganization/Renaming/Deletion of existing administrative/organization unit *\*attach copy of before and after organization chart*

Effective Term:

Effective Academic Year:

Effective Date (optional):

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

