



## Inactivation – Community Colleges Curriculum Change Form - Guide

### Purpose:

This form is used when a curriculum change is needed for inactivating a degree/certificate, major or concentration in banner and the catalog for the community colleges.

### Guide for completing the form correctly:

- 1. Completing the Form-** Please make sure to complete the form as a fillable PDF (Do not hand write the information into the form), then add any necessary/required attachments after the last page of the form.
  - a. DO NOT TYPE THE TITLE INTO THE “Inactivation Title” LINES AFTER THE HEADING OF THE FORM, THIS FIELD WILL AUTOPOPULATE FROM THE PROPOSED NAME OF DEGREE/MAJOR FIELDS.**
  - b.** Please make sure that there are no abbreviations in the titles to ensure accuracy in inactivating the correct program in banner and removing it from the catalog.  
*CORRECT EXAMPLE: Criminal Justice – Associate of Criminal Justice*  
*INCORRECT EXAMPLE: Criminal Justice – ACJ*
- 2. Student Enrollment Type and Faculty/Staff Structure-** Please make sure to indicate if students are enrolled (or not) and if there are faculty/staff members (or not) that support the program.
- 3. Under the “Information about the Inactivation”** section of the form please make sure to check the boxes for each attachment (as necessary, based on the type of program being inactivated and potential student/faculty issues), this helps submitters and approvals know that the documents are attached.
- 4. For Section 4: Approvals on page #3-** these are completed sequentially and all signatures need to be on the original paperwork, once the Associate Dean’s Academic Council signature is obtained the completed paperwork (with all signatures) must be submitted to the University Student Records Office (SRO) for the final receipt of paperwork signature and will then begin any HED/CIP code/HLC approvals (via the SRO). Once all approvals are received, the SRO will begin to formally process the change into banner.
- 5. For Section 5: Administrative Processing on page #4-** Once the University Student Records Office processing the changes into Banner, they will complete this area and then send a copy of the entire paperwork to the initial submitter and the VP for Academic Affairs (as listed on page 1).

### Contact Information:

For questions about which form to utilize, how to complete the form, where the form goes next in the approvals, etc. Please contact the University Student Records Office for assistance. [records@nmsu.edu](mailto:records@nmsu.edu) or 575-646-3411.



# Inactivation – Community Colleges

## Curriculum Inactivation Form

Inactivation Title (Degrees/Majors): \_\_\_\_\_

Inactivation Title (Concentration): \_\_\_\_\_

Section 1: Submission Information (CANNOT BE HAND-WRITTEN)	
<b>Program Information:</b>	
College:	
Department:	
<b>Complete all that apply to the degree and/or major that is being inactivated: (if it doesn't apply add N/A)</b>	
Current Name of Degree or Certificate (no abbreviations):	
Current Name of Major (no abbreviations):	
Current Name of Concentration (no abbreviations):	
Proposed Effective Term:	Official Effective Term (Administrative Processing Only):
<b>Submitter Information:</b>	
Name:	
Title:	
Phone:	
Email:	
<b>Administrator Contact Information: (CAVP)</b>	
Name:	
Title:	
Phone:	
Email:	
<b>Date of Initial Submission:</b>	



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Inactivation Title (Degrees/Majors): \_\_\_\_\_

Inactivation Title (Concentration): \_\_\_\_\_

Section 2: Proposal Content (CANNOT BE HAND-WRITTEN)	
Student Enrollment Type:	
<input type="checkbox"/> Students are currently enrolled	<input type="checkbox"/> There are <b>no</b> students enrolled
Faculty/Staff Structure:	
<input type="checkbox"/> There are Faculty/Staff members supported by this program	<input type="checkbox"/> There are <b>no</b> faculty/staff supported by this program

**Note:**  
If there are students and/or faculty and staff that will be affected by the inactivation of this program you will need to go to Section 3 and provide the correct attachments, as well as check the box below that the document is attached.

Information about the Inactivation:	
Please select the following boxes to indicate that the Catalog Description/Curriculum and Degree Plan/Roadmap is attached at the end of this form (detailed information about the attachment formats in Section 2 of this form):	
<input type="checkbox"/>	Teach-out Plan- if students are enrolled (which includes the order of courses and term when all students will be out of the program)
<input type="checkbox"/>	Rationale- include any enrollment information for the past three years and employment data
<input type="checkbox"/>	Student Contact Plan- if students are enrolled
<input type="checkbox"/>	Faculty/Staff Employment Plans- if faculty lines exist and will be impacted
<input type="checkbox"/>	Budget/Facilities/Equipment Plans
<input type="checkbox"/>	Catalog Content: with <b>Red (strikethrough)</b> of any information that is being removed.

Information about the Inactivation:	
Justification for the Inactivation	

Describe any concerns other campuses had with this inactivation and the resolution of those concerns. Please include the name and date of the individual(s) contacted.	
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:
<input type="checkbox"/>	Name of Contact/Title/Date contacted:



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Inactivation Title (Concentrations): \_\_\_\_\_

### Section 3: Required Attachments

**Make sure all required attachments are attached after the last page of the form and are legible and meet all the below instructions.**

The following must be included as an attachment to this form:

Rationale- include any enrollment information for the past three years and employment data

Teach out Plan (includes detailed information about when each course needed will be taught and an effective term when the last student will be graduated)

Student Contact Plan

Faculty/Staff Employment Plans (if faculty lines are impacted, notice will also need to occur to HR)

Budget/Facilities/Equipment Plans

Catalog Content: with **Red (strikethrough)** of any information that is being removed.

### Section 4: Approval Signatures (in sequential order):

	Printed Name:	Signature:	Date:
Submitter/Department Faculty:			
Department Head/Division Dean:			
Academic VP:			
Associate Dean's Academic Council:			
<b>The Student Records Office (SRO) Signature below is not needed for approval but all paperwork must be received a representative in the SRO and receive their signature in order to officially process the paperwork for submission to HED.</b>			
University Student Records Office:			



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## Curriculum Inactivation Form

Inactivation Title (Degrees/Majors): \_\_\_\_\_

Inactivation Title (Concentrations): \_\_\_\_\_

Section 5: Administrative Processing			
Student Records Office Processing Only- do not fill this portion out			
AREAS	BANNER CODING (OLD)	BANNER CODING (NEW)	DESCRIPTION
Campus			
College			
Level			
Banner Program			
Degree			
Major			
CIP Code			
Banner Rule #			
Term			
Credit Hours			
Note			