|  |  |
| --- | --- |
| **College:** | Choose an item. |
| **Department/School:** | Choose an item. |
| **Person Submitting Initial Request:** | Click or tap here to enter name. |
| **Effective Catalog Year: (e.g.: 2026-2027)** | Click or tap here to enter text. |
| **Program Name:** | Click or tap here to enter text. |
| **Major Code:** | Click or tap here. |
| **Total semester credit hours (SCH) for program:  (e.g.: 120, 30-36, etc.)** | Click or tap here to enter text. |
| **Important notes:**   * **If this program will be consolidated with another program, please also complete and submit a ‘Program Change Form’ on the persisting program that explains how the programs will be consolidated.** * **Once the ‘Program Deactivation Request’ has been approved by the University Curriculum Committee and Provost, please contact the Provost Office to begin the process of** * **(1) completing additional documents for The Texas A&M University System, the THECB, and SACSCOC;** * **(2) review the teach-out process and timeline;** * **(3) remove the program from Admissions/Graduate School applications;** * **(4) update the Registrar’s and IR offices; and** * **(5) contact Academic Digital Marketing (ADM) to update any college or department websites.** | |
| **Notifications:**  Closing out a program will require sending notification or approval to the A&M System, THECB, and SACSCOC. Please provide an explanation about (1) how many students are in the existing program being deactivated; (2) when will the remaining students be graduated or transitioned to another program; and (3) will this program be consolidated with another program. (See *Substantive Change Information/Checklist* on *WTAccess* or the Academic Affairs webpage for additional information.) | |
| Click or tap here to enter text. | |
| **Explanation/Justification**  Provide a brief explanation for the requested program deactivation. **\*Note:** The program will still remain in the Registrar’s office inventory due to being listed in prior catalogs and on students’ transcripts. | |
| Click or tap here to enter text. | |
| **Catalog Link**  Copy the program link from the current catalog. | |
| Copy catalog link here. | |
| **Other Department(s) Affected by this Request**  Confirm contact of and approval by other departments. | |
| Click or tap here to enter text. | |