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| --- | --- |
| **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.: 2023-2024)** | 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. | |