



■ REQUEST TO INACTIVATE A COURSE, PROGRAM, MINOR, CONCENTRATION OR OTHER

Instructions

1. Inactivated degree programs, minors or concentrations will not be included in the catalog or on admissions applications.
2. Changes that incur a curriculum or catalog change will be returned for submission to the Curriculum Committee.
3. Faculty member completes form, obtains the approval of the Department Chair and Dean and then forwards to the Provost and Vice President for Academic Affairs, **with a plan for any students impacted by this request.**
4. Vice President of Academic Affairs will keep one copy and distribute others to Registrar, appropriate Dean, and Publications.

Note: To reactivate a degree program, minor, concentration or other, follow the process for a regular (new) degree program/minor proposal.

Please inactivate the following:

Course(s) _____

Degree program (and all concentrations). If the degree program is offered under multiple degrees include the degree designation _____

Minor _____

Concentration(s) associated with the _____ degree program

Other: _____

Last Term to Admit Students: _____

There are currently students enrolled in this degree program/minor/concentration (attach a teach out plan).

There are no students currently enrolled in this degree program/minor/concentration.

Please enter the full catalog web address for the change you are requesting: *catalog.nyit.edu/*
Please note that anything removed via this form will be removed from the catalog.

Please copy and paste here the current wording in the catalog. Use ~~strikeouts~~ for content that you want deleted and any new wording should be added as a **boldface font**.

NYSED Deregistration

Please check here to deregister this program from NYSED. Note that NYSED deregistrations are permanent. To re-register a program with NYSED will require a full proposal be submitted to the Academic Senate.

Please notify NYSED to deactivate the above degree program/concentration/other.

1. Requested by _____ Date _____
Faculty Member Signature

2. Approved by _____ Date _____
Department Chair Signature

3. Approved by _____ Date _____
Dean or Designees Signature

4. Approved by _____ Date _____
Provost Signature

5. Recorded by _____ Date _____
Registrar Signature

*CHANGES TO THIS FORM. REPLACED THE WORD MAJOR WITH DEGREE PROGRAM AND ADDED THE HIGHLIGHTED SENTENCE