

HOW-TO: Drop Concentration, Minor, or Other Programs

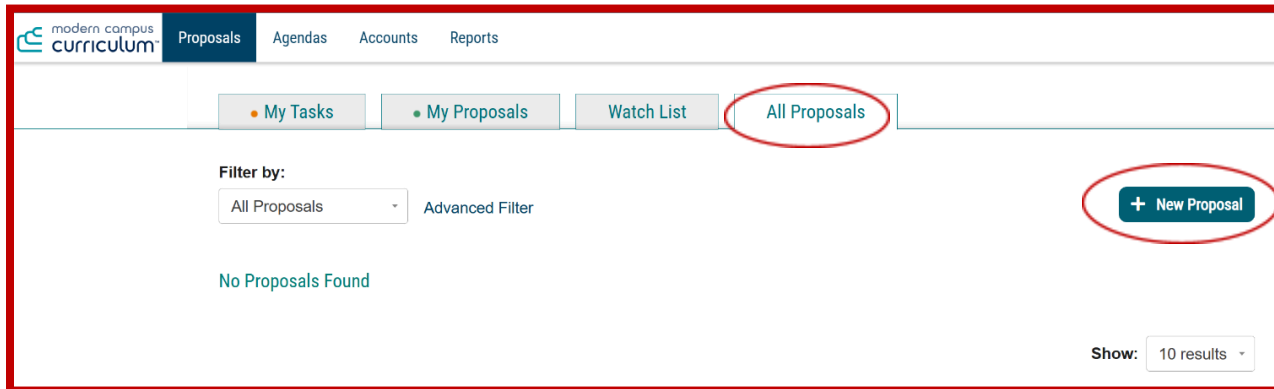
STEP 1: Consult your college Dean

- Only begin this step after you have consulted your Dean and the **Dean has submitted a Notification of Intent to Discontinue.**
- **Determine Correct Form:** Use this form if you are dropping a:
 - Concentration
 - Minor
 - UG Certificate
 - Other Program (license, endorsement, specialization)

If your program change doesn't meet the above criteria, use a different form.

STEP 2: Build Your Proposal

- Log in to Curriculum using the link in your portal. Navigate to **All Proposals** tab and click the **+ New Proposal** button on the right side:



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- This brings up all available program forms. To **drop a program**, click the check mark to the right on the **Drop Concentration, Minor, or Other Program** for the academic year:

The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Breeze Potter' is logged in. The 'Programs' tab is selected, showing a list of program forms for the 2025-2026 academic year. The first item, '2025-2026 Drop Concentration, Minor, or Other Programs', is highlighted with a red oval and a red checkmark, indicating it is the correct form to select for dropping a program. The other items are '2025-2026 Drop Major, Degree, or Graduate Certificate', '2025-2026 Minimal Program Modification', and '2025-2026 Substantial Program Modification: Major/Degree/GR Cert'. The right sidebar shows the '2025-2026 Drop Concentration, Minor, or Other Programs' form, which includes a 'Search Curriculum Inventory' section with a 'Program Type' dropdown set to 'Program', a 'Name' input field, a 'Source' dropdown set to '2025-2026 Catalog', and an 'Exclude previously imported results' checkbox.

Process Title	Mandatory	Total	Action
2025-2026 Drop Concentration, Minor, or Other Programs	9	11	✓
2025-2026 Drop Major, Degree, or Graduate Certificate	10	12	✓
2025-2026 Minimal Program Modification	8	11	✓
2025-2026 Substantial Program Modification: Major/Degree/GR Cert	9	12	✓

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- Clicking the check mark will bring up the **Search Curriculum Inventory** screen. Enter the **Name** of the program you want to drop and click the **Search** button:

The screenshot shows the 'modern campus curriculum' interface. The 'Proposals' tab is active. On the left, a list of proposals is shown, including '2025-2026 Drop Concentration, Minor, or Other Programs'. A red circle highlights the checkmark icon to the right of this proposal. On the right, a modal titled '2025-2026 Drop Concentration, Minor, or Other Programs' is open. Inside the modal, the 'Search Curriculum Inventory' button is circled in red. Below it, the 'Program Type' is set to 'Program'. The 'Name' field contains 'Enter Program Name'. The 'Source' dropdown is set to '2025-2026 Catalog'. The 'Exclude previously imported results' checkbox is unchecked. A red circle highlights the 'Search' button at the bottom of the modal.

- In the search results, click the page/arrow icon to the right of the program you want to drop:

The screenshot shows the search results page. At the top, there is a 'Search' button. Below it, a 'Show: 20 results' dropdown is visible. Two search results are listed. The first result is 'Criminal Justice Minor (previously imported)' with a description and a red circle around the page/arrow icon to its right. The second result is 'Forensic Anthropology Minor, Criminal Justice Majors' with a description and a red circle around the page/arrow icon to its right. At the bottom, there is a pagination bar with buttons for 'First', 'Previous', '1', 'of 1', 'Go', 'Next', and 'Last', along with the text '1 to 2 of 2 results'.

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- This brings up a screen showing what data will be imported to your proposal. Click the **Build Proposal** button to start your proposal:

aimed at providing students pursuing other related disciplines, and wish to supplement or enhance their current major with a substantive understanding of the Criminal Justice System if such students have a desire of applying their degrees in settings where they work with populations within the Criminal Justice System as part of their career goals.

Requirements: Current Curriculum	Program has 2 cores and 7 courses.
System Administrator Only: Catalog OID (Item ID)	5179
System Administrator Only: Catalog Status	Active-Visible

Build Proposal Return to Search

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STEP 3: Read Directions

- Review the section titled, “**Before You Begin**” for details about how to use the **Drop Concentration, Minor, or Other Programs Form**:

Descriptive or Instructional Text

How to Complete Your Drop Program Proposal

- Only begin this step after you have consulted your Dean and the Dean has submitted a Notification of Intent to Discontinue.
- Complete the required sections, ensuring **no changes are made to the basic program or requirements sections**
- Attach a completed **teach-out plan** and notify any affected departments. Attach this plan, along with any other supplementary documents, in the **Acknowledgements and Attachments** section.
- **Save All Changes** and click **Validate and Launch Proposal** to submit.

After Submission

After submitting, use these tabs to manage your proposal:

- **Discussion (chat icon):** View comments and changes (select "Show current with markup").
- **Workflow Status (Bullet List Icon):** Track proposal progress.
- **Files (Paperclip Icon):** Access uploaded documents.
- **Approvers Make Decisions (Check-mark Icon):** Add comments to the "Discussion" tab, then make your approval or rejection decision. (Note: Decisions are final once made.)

Remember:

- If a dropped program was part of another (e.g., a Concentration), you'll need a corresponding program proposal to update or drop the affected program.

If you need assistance contact Associate Registrar Breeze Potter potterb@wou.edu

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STEP 4: Fill Out Your Proposal

- **Rationale:** explain why the program is being dropped.

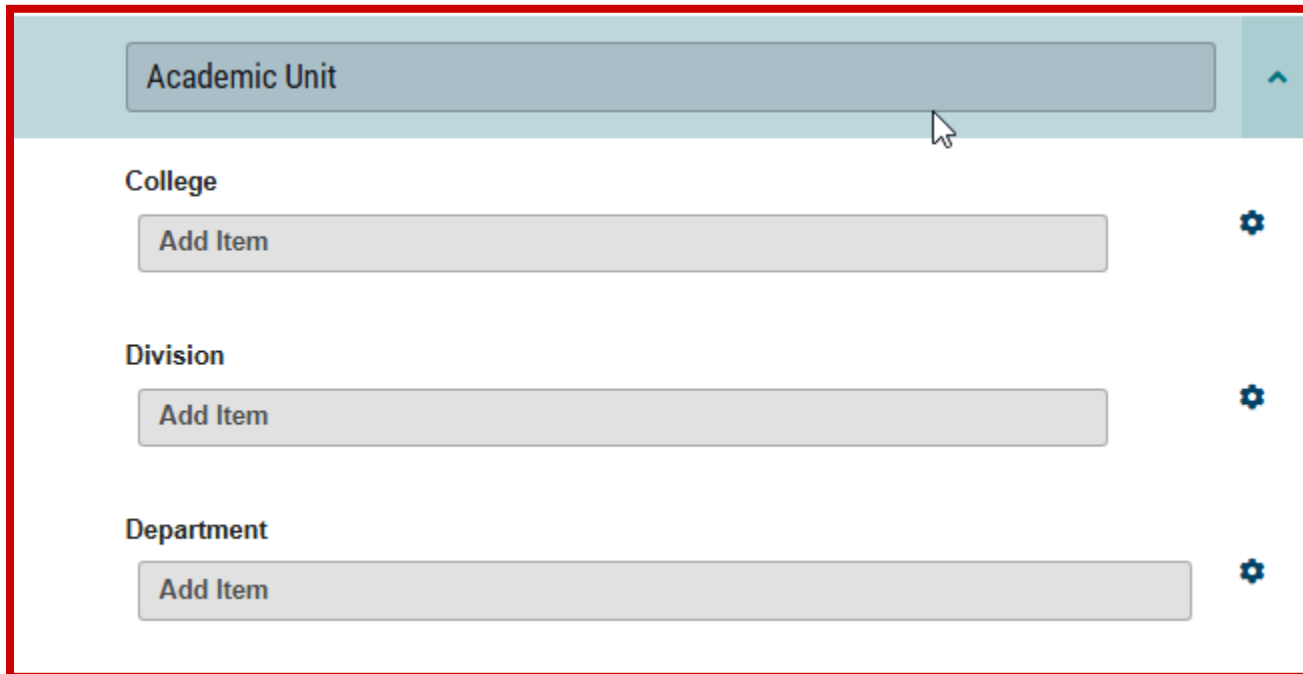
Rationale

Summary Rationale

B I U x_2 x^2 I_x

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- **Academic Unit** – Use the drop-down menus to select the **Department** (the College and Division should autopopulate):



The screenshot shows a web interface for selecting an Academic Unit. At the top, there is a light blue header bar with the text "Academic Unit" and a small upward-pointing arrow icon on the right. Below this header, the interface is divided into three sections: "College", "Division", and "Department". Each section has a light gray input field with the text "Add Item" and a blue gear icon to its right. A mouse cursor is pointing at the "Academic Unit" header bar.

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- **Basic Program Information** – **DO NOT** make any changes to this section. Proceed to the **Supporting Information** section.

Basic Program Information

Descriptive or Instructional Text

MAKE NO CHANGES

SKIP TO SUPPORTING INFORMATION

For any questions or assistance, please contact Associate Registrar Breeze Potter potterb@wou.edu.

Program Type

Add Item

Degree Type

Add Item

Title

Description

B I U \times_e \times^2 I_x

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- **Requirements** – **DO NOT** make any changes to this section. Proceed to the **Supporting Information** section.

Requirements

Descriptive or Instructional Text

MAKE NO CHANGES

SKIP TO SUPPORTING INFORMATION

For any questions or assistance, please contact Associate Registrar Breeze Potter potterb@wou.edu.

Current Curriculum

B I U \times_2 \times^2 $\frac{I}{x}$

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- **Supporting Information** – Fill in the **Level**, **Impact on Other Programs**, and respond to the concentration questions. If applicable, provide the name of the major that the concentration being dropped is nested under.

Supporting Information

Level

Add Item

Impact on Other Programs

B I U x_e x² I_x

Is this a concentration?

☐ No ☐ Yes

For concentrations: Is there a proposal to remove it from the major?

☐ No ☐ Not Applicable ☐ Yes

If dropping a concentration, list the major(s) it belongs to.

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- **Acknowledgements and Attachments** – Complete and attach the required teach out plan and affirm that you have consulted impacted departments.

Acknowledgements and Attachments

Descriptive or Instructional Text

Teach Out Plan Required

Use the Files menu to the right to attach the teach out plan and any additional materials you wish to attach to your proposal.

Attachments are supplementary only. They are not utilized in implementing the course change.

I affirm I have notified impacted departments of the need to submit program proposals to account for this change.

☐ Affirmed

Teach Out Plan Attached

☐ Plan is Attached

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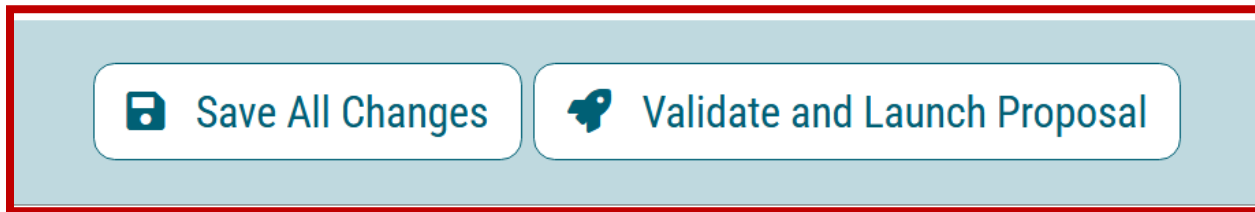
- To attach your teach out plan, click on the file icon on the right tool bar and select the file you want to attach:

The screenshot shows a web interface for uploading files. The main area is titled "Upload File" and contains a "File" section with a "Choose File" button and the text "No file chosen". Below this is an "Upload" button. The "Attached Files" section below it states "There are no attached files." On the right side, there is a vertical toolbar with four icons: "Steps to Approval", "Files" (which is highlighted with a red circle), "Crosslistings", and "Proposal Lookup". The entire interface is enclosed in a red rectangular border.

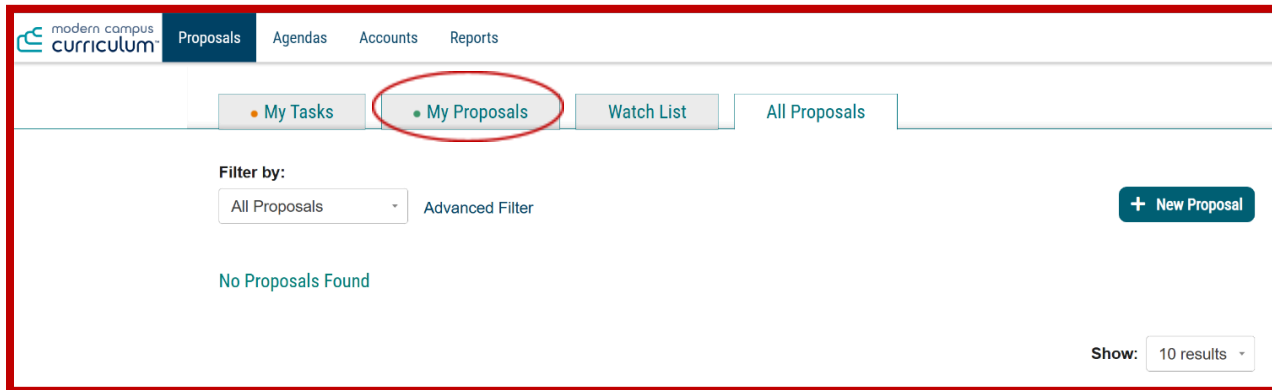
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STEP 4: Launch & Track Your Proposal

- **Save All Changes** and click **Validate and Launch Proposal** to submit your proposal. Please note, once your proposal is submitted, you will not be able to make any edits.



- To view your submitted proposals, click the **My Proposals** tab on the Curriculum Dashboard:



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- If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow:

