HOW-TO: Drop a Major, Degree, or Graduate Certificate

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:
  - Degree
  - Major
  - Graduate Certificate

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:
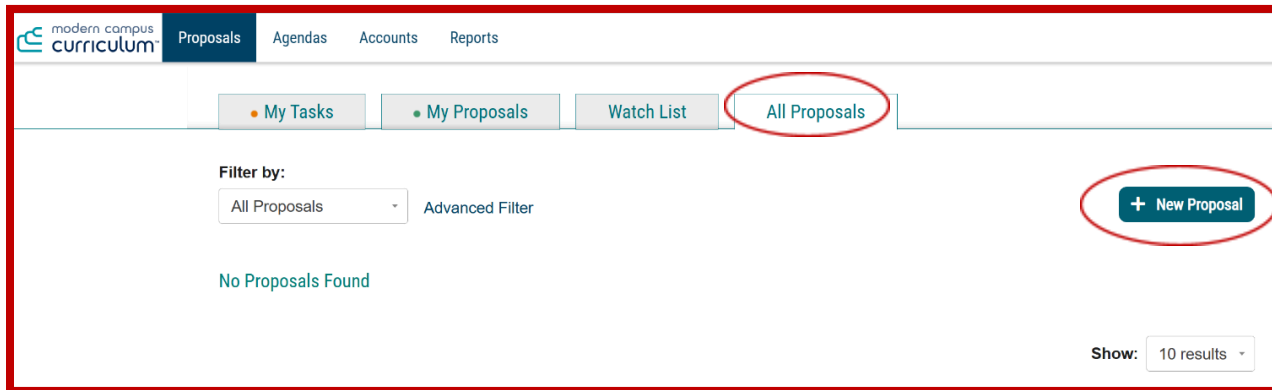
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- This brings up all available program forms. To **drop a major, degree, or graduate certificate,** click the check mark to the right of **Drop Major, Degree, or GR Certificate form for the academic year**:

- 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:

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

Dance Minor
Creative Arts Division, Department of
Professors: Darryl ThomasMissionOffers students opportunities to develop knowledge, skills, understanding and appreciation of dance as an art form that can enrich and inform the quality of life. The B.A. degree in Dance includes academic courses, performance opportunities and cho...

Dance Performance and Choreography Concentration *(Active-Hidden)*
Creative Arts Division, Department of
Advisers: Timothy Cowart, Cynthia Gutierrez-Garner, Amy McDonnell, Darryl Thomas...

Dance, B.A.
Creative Arts Division, Department of
Professors: Timothy Cowart, Darryl ThomasMissionOffers students opportunities to develop knowledge, skills, understanding and appreciation of dance as an art form that can enrich and inform the quality of life. The B.A. degree in Dance includes academic courses, performance oppor...

First | Previous | 1 | of 1 | Go | Next | Last | 1 to 5 of 5 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:

	of dance. Integrate and independently apply dance skills, abilities, theories and/or methodologies. Connect ideas, synthesize techniques and transfer that knowledge into current dance practices.
Requirements: Current Curriculum	Program has 8 cores and 39 courses.
System Administrator Only: Catalog OID (Item ID)	4886
System Administrator Only: Catalog Status	Active-Visible

Build Proposal   Return to Search

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<u>STEP 3:</u> **Read Directions**

▪ Review the section titled, "**Before You Begin"** for details about how to use the **Drop Major, Degree, or Graduate Certificate Form**:

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.)

If you need assistance contact Associate Registrar Breeze Potter potterb@wou.edu
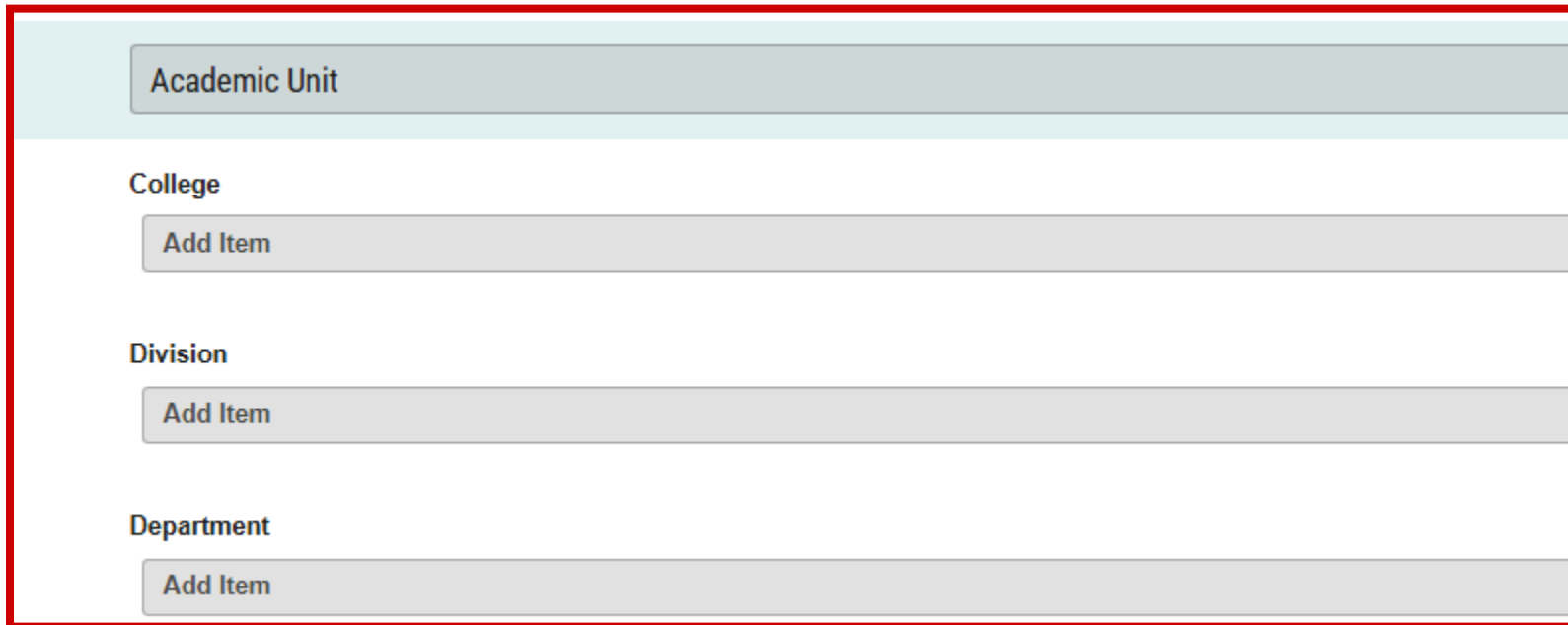
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STEP 4: **Fill Out Your Proposal**

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

Rationale

Summary Rationale*

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

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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 x₂ x² 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   x₂   x²   Tₓ

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

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

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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:

Upload File

File [Choose File] No file chosen

[Upload]

Attached Files

There are no attached files.

X
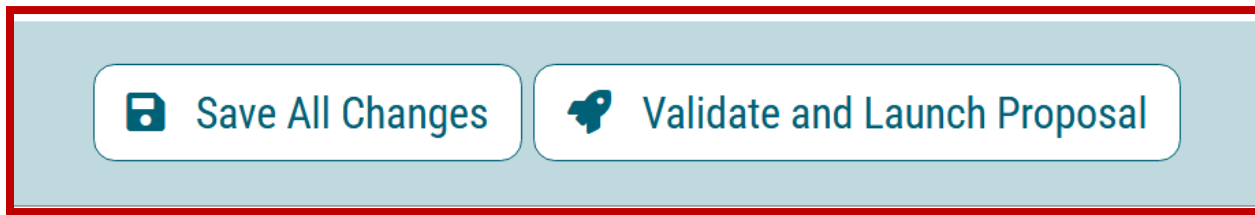
Steps to Approval

Files

Crosslistings

Proposal Lookup

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<u>**STEP 4:**</u> **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:
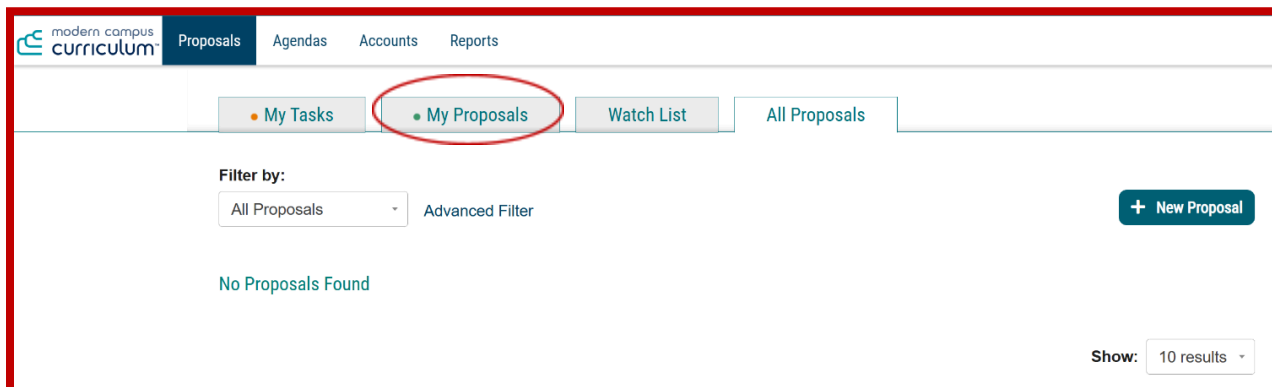
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- If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow: