

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

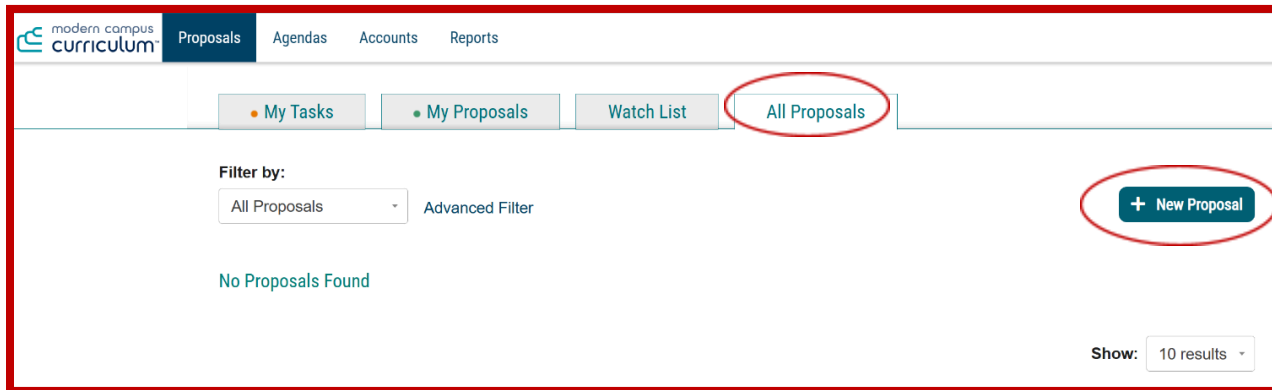
STEP 1: Consult your college Dean

- 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:



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

- 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:

The screenshot shows the 'Modern Campus Curriculum' interface with tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Programs' tab is active. Under 'Sort by:', 'Process Title' is selected. A list of program forms is displayed. The second item, '2026-2027 Drop Major, Degree, or Graduate Certificate', is highlighted with a red circle. To its right is a checkmark icon, also circled in red. A 'Start Proposal' button is visible next to the first item.

- 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 'Search Curriculum Inventory' screen. The '2025-2026 Drop Major, Degree, or Graduate Certificate' form is highlighted with a red circle. The 'Search Curriculum Inventory' button is also circled in red. The 'Program Type' is set to 'Program'. The 'Name' field contains 'Dance'. The 'Source' is set to '2025-2026 Catalog'. The 'Exclude previously imported results' checkbox is unchecked. The 'Search' button is at the bottom.

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

A screenshot of a search results page for Dance programs. The page is framed by a red border. It lists three programs: Dance Minor, Dance Performance and Choreography Concentration (Active-Hidden), and Dance, B.A. Each program entry includes a description and a small icon to its right. The icon for the Dance, B.A. program is circled in red. At the bottom of the page, there is a pagination bar with buttons for First, Previous, 1 of 1, Go, Next, and Last. The text "1 to 5 of 5 results" is also visible.

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-Gamer, 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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STEP 3: 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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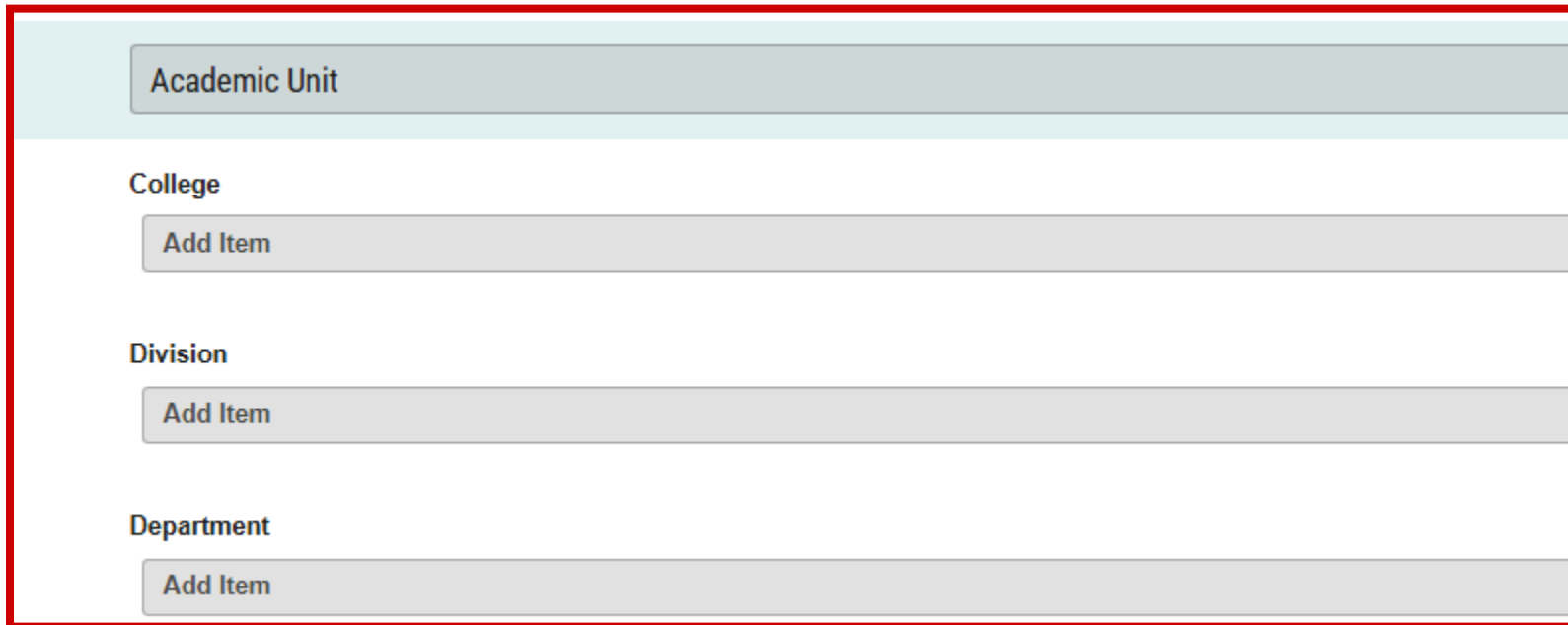
STEP 4: Fill Out Your Proposal

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

Rationale
Summary Rationale*
<input type="text"/>

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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 form for selecting an Academic Unit. It is enclosed in a red rectangular border. At the top, there is a light blue header bar with the text "Academic Unit". Below this, the form is divided into three sections, each with a label and a corresponding "Add Item" button:

- College**: A light gray button labeled "Add Item".
- Division**: A light gray button labeled "Add Item".
- Department**: A light gray button labeled "Add Item".

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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 x_e x^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 x₂ x² 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 concentration that is being dropped with the major.

Supporting Information

Level

Add Item

Impact on Other Programs

B I U x_e x² I_x

For majors with concentrations: Is there a proposal to drop the concentration(s)?

☐ No

☐ Not Applicable

☐ Yes

If dropping a major with concentrations, list them here.

⚙

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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 that 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:

Upload File

File No file chosen

Attached Files

There are no attached files.

Steps to Approval

Files

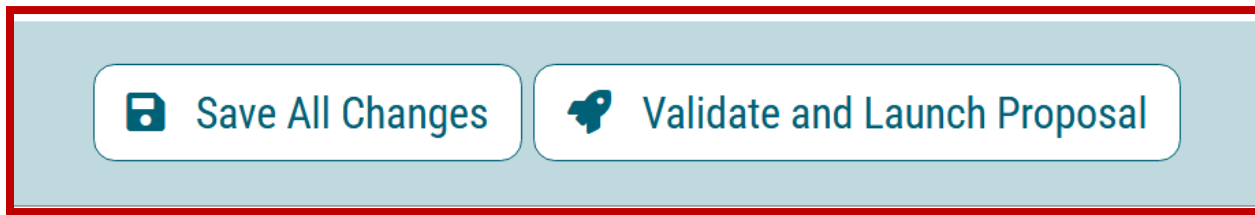
Crosslistings

Proposal Lookup

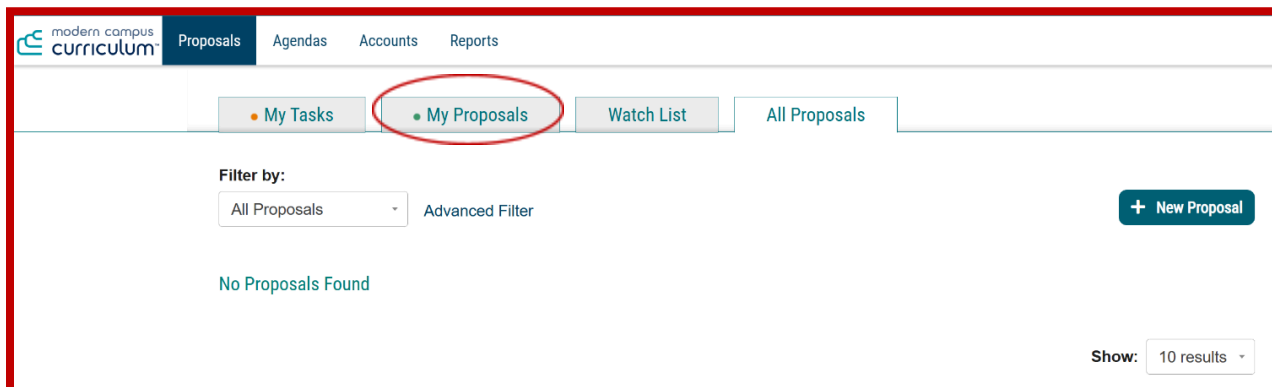
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STEP 4: Launch & Track Your Proposal

- **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:

