# Process Review

* 1. Deactivation of a program, degree, major, certificate, track/concentration/subplan begins with conversations in the college/school with the faculty in the program, the chair or director, the dean, and the curriculum committee. A teach-out plan must be created for students to complete the program.
  2. Both undergraduate and graduate deactivations must be approved by the Senior Vice Provost for Academic Affairs and for graduate programs, the Dean of the Graduate College also.
  3. Certificates under 30 credits and track/concentration/subplan do not need NSHE Board of Regents approval. Certificates over 30 credits and degrees do require NSHE Board of Regents and Northwest Commission on Colleges and Universities approval.
  4. A program may be deactivated for less than five years with the appropriate approvals. A deactivated program will be considered formally eliminated after five years if not reactivated.
  5. Upon approval of the Senior Vice Provost for Academic Affairs and if a graduate program, the Dean of the Graduate College, enter into Curriculog. Entry into Curriculog will initiate the process of either the Faculty Senate Curriculum Committee approval or the Graduate College Programs Committee approval process.

# General Information

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| --- | --- | --- |
| Program Degree and Name:  *Example: Bachelor of Science, Nursing* | Unit Program Resides In: | Today’s Date: |
| Date Deactivation is to Become Effective: | Last Semester/Year Students May Graduate in this Program: | Planned Reactivation Date: |
| Your Name: | Campus Phone: | Email Address: |

# Information Needed to Process a Hold Request

* 1. Number of Students in the Program at Each Level

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Freshman | Sophomore | Junior | Senior | Graduate | Doctoral |
|  |  |  |  |  |  |

# Documents to Submit

* + 1. This completed coversheet.
    2. [NSHE Academic Program Deactivation Form](https://nshe.nevada.edu/wp-content/uploads/Academic-Affairs/Program%20Elimination-Deactivation%20Form%20rev%20Oct%202017.docx) if a degree or certificate is over 30 credits (not necessary for track/concentration/subplan).

# Signatures

|  |
| --- |
| Chair/Director Approval and Date: |
| Dean Approval and Date: |

# Submit Electronically to: [vpap@unlv.edu](mailto:vpap@unlv.edu)

# Submit a request to the Degrees Directory to eliminate the program being deactivated.