CHECKLIST FOR DELETING A PROGRAM

Use this checklist if you would like to delete an existing program. *Note: course delete forms need to be submitted in conjunction with a program change. Program Deletions need to go through the VPAA program process. Please review the process at [http://provost.unlv.edu/vpaa/acadprop.html](http://provost.unlv.edu/vpaa/acadprop.html) for more information.*

- ☐ Completed the VPAA program proposal process if required
- ☐ Entered contact name address, email and department in the Program course create form
- ☐ Discussed with the Curriculum Team and/or entered the correct Effective term for the semester and the catalog year the change should become effective.
- ☐ Entered the data in section III that applied to my program.
- ☐ Received all three required signatures.
- ☐ Included any course delete forms if necessary.
- ☐ Submitted to the Curriculum Team.
- ☐ Attend the Faculty Senate Meeting when the program is up for review.

Once approved by the FSCC, you will receive notice from the Curriculum Team when the program has been deleted in the catalog and degree audit systems.