



**Category 2: Program Deletion/Inactive or Reactivation**

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- Delete program/option/emphasis/track *(requires phase-out plan)*
- Place program on “Inactive Status” list *(program must have no declared students)*
- Reactivation of program from inactive status *(inactive for less than 5 years)*

Effective Date:                      Effective Term:                      Effective Academic Year:

Program/Certificate/Option	Degree Code	CIP Code

Reason for Proposed Action *(attach additional pages as needed)*

**Category 3: Instruction/Research/Service Centers and Administrative/Organization Units**

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- Establishment of new instruction, research, or service institute/center *\*attach synopsis of center’s mission and role, physical address, projected annual budget, and funding sources.*
- Deletion of instruction, research, or service institute/center.
- Establishment of administrative/organization unit *\*attach copy of before and after organization chart*
- Reorganization/Deletion of existing administrative/organization unit *\*attach copy of before and after organization chart*

Effective Date:                      Effective Term:                      Effective Academic Year:

Reason for Proposed Action *(attach additional pages as needed)*



Please save and upload this form and supporting documents to: [File Transfer System](#)