



Inactivation – Community College Curriculum Inactivation Form- Guide

Purpose:

This form is used when a certificate, degree and/or major is being inactivated at one of the Community College campuses. This form is used whether there is enrollment/staff-faculty lines with the program or not, however the notification and attachments are slightly different if there is enrollment/staff-faculty lines.

Guide for completing the form correctly:

1. **Completing the Form-** please make sure to complete the form as a fillable PDF, then add any necessary/required attachments after the last page of the form.
 - a. **DO NOT TYPE THE TITLE INTO THE “INACTIVATION TITLE” LINE AFTER THE HEADING OF THE FORM, THIS FIELD WILL AUTOPOPULATE FROM THE CURRENT NAME OF CERTIFICATE/DEGREE/MAJOR FIELDS.**
2. **For Question #1 on Page #3 of this form-** please include if library resources will change when discussing institutional resources.
3. **For the Required Attachments section on page #4-** please make sure to follow the structure for the colored markup. This will help to ensure that for the Required Attachments section on page #4- please make sure to follow the structure for the colored markup. This will help to ensure that the changes are processed and removed from both the catalog and degree audits correctly.
4. **For Section 4: Approvals on page #4-** these are completed sequentially and all signatures need to be on the original paperwork that will be submitted to the University Student Records Office for formal processing and archiving of the changes.
5. **For Section 5: Notifications on page #5-** these are the areas/individuals that need to be connected once the final approval is received for the change, that way all areas have the information of the change and can provide the most accurate information to students. The Financial Aid Eligible notification is done through the University Student Records office, in conjunction with the Financials Aid and Scholarship Services office.

Completed Form Notification:

Once the form is completed and any necessary changes have been updated in banner, the requestor and administrator contacts that are listed in Section 1 on page #1 will be sent a copy of the final packet with Section 6: Administrative Processing (page #6) completed. **NOTE: The certificate, degree and/or major will remain active in banner for another six years while the last catalog it appeared in remains active. After the six years, the program will be inactivated in banner.**

Contact Information:

For questions about which form to utilize, how to complete the form, where the form goes next in the approvals, etc. Please contact the University Student Records Office for assistance. records@nmsu.edu or 575-646-3411



Inactivation - Community College

Curriculum Inactivation Form

Inactivation Title: _____

Section 1: Submission Information

Program Information:

College:	
Division:	
Department:	
Proposed Effective Term:	<i>Official Effective Term (Administrative Processing Only):</i>

Complete all that apply to the degree and/or major that is being inactivated: (if it doesn't apply add N/A)

Current Name of Certificate:	
Current Name of Degree:	
Current Name of Major:	

Submitter Information:

Name:	
Title:	
Phone:	
Email:	

Administrator Contact Information: (CAVP or Academic Associate Dean)

Name:	
Title:	
Phone:	
Email:	

Date of Initial Submission:

--



Inactivation - Community College

Curriculum Inactivation Form

Inactivation Title: _____

Section 2: Proposal Content	
Student Enrollment Type:	
Students are currently enrolled	There are no students enrolled
Faculty/Staff Structure:	
There are Faculty/Staff members supported by this program	There are no faculty/staff supported by this program

Note:

If there are students and/or faculty and staff that will be affected by the inactivation of this program you will need to go to Section 3 and provide the correct attachments.

Description of the Change: (Max 500 words)

Justification for the Change: (Max 500 words)



New Mexico State University

Inactivation - Community College

Curriculum Inactivation Form

Inactivation Title: _____

Describe the impact the change will have on institutional resources (Max 500 words)

Describe any concerns other campuses had with this change and the resolution of those concerns. Please include the name and date of the individual(s) contacted. (Max 500 words)



Inactivation - Community College

Curriculum Inactivation Form

Inactivation Title: _____

Section 3: Required Attachments

Make sure all required attachments are attached after the last page of the form and are legible and meet all the below instructions.

The following must be included as an attachment to this form:

Rationale- include any enrollment information for the past three years and employment data

Teach out Plan

Student Contact Plan

Faculty/Staff Employment Plans

Budget/Facilities/Equipment Plans

Catalog Content: with **Red (strikethrough)** of any information that is being removed.

Section 4: Approval Signatures (in sequential order):

	Printed Name:	Signature:	Date:
Submitter/Department Faculty: (as applicable by campus)			
Faculty Senate:			
Academic Deans Council:			
Chancellor:			
Board of Regents:			



Inactivation - Community College

Curriculum Inactivation Form

Inactivation Title: _____

Section 5: Notifications			
The following are a checklist for submitters to mark when then have email notified the offices/individual, these should be completed after the final approval is received. There is nothing that the submitter needs to fill out in this section, but the notifications do need to be made.			
	CC System Academic Council		
	Academic Associate Deans Council		
Financial Aid Eligible (<i>Administrative Processing Only</i>)			
		Yes	No
	Catalog Editors		
	Student Records Office (NMSU Las Cruces):		
	HED- via Student Records Office:		
	Admissions Application Update (<i>Administrative Processing Only</i>):		
	Director of Accreditation (HLC Liaison):		
	Advisors (faculty and Community College Advisors):		
	Faculty Members:		
	Students (if enrolled):		
	Human Resources (if faculty/staff assigned):		



Inactivation - Community College

Curriculum Inactivation Form

Inactivation Title: _____

Section 6: Administrative Processing			
Student Records Office Processing Only- do not fill this portion out			
AREAS	BANNER CODING (OLD)	BANNER CODING (NEW)	DESCRIPTION
Campus			
College			
Level			
Banner Program			
Degree			
Major			
CIP Code			
Banner Rule #			
Term			
Credit Hours			
Note			