

## Program Deletion/Deactivation Proposal Guide

### Definition:

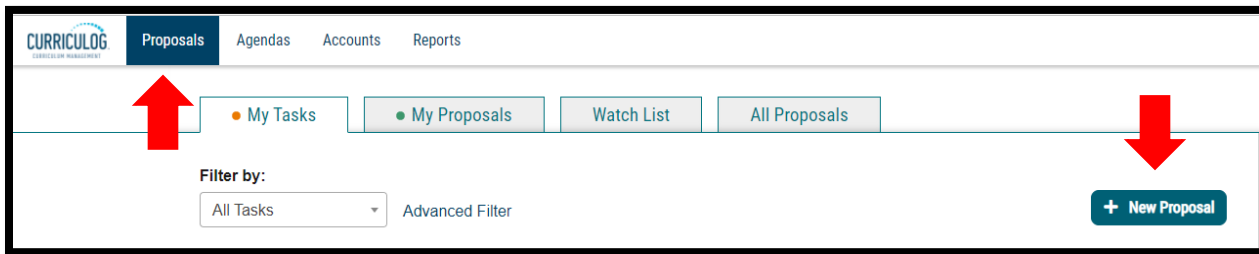
A program deletion/deactivation proposal is to be used for degree programs and/or concentrations that will no longer be offered at Florida Poly.

### Proposal Submission Requirements:

- Attaching documentation of the department review and approval process is preferred.
  - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each course and/or program change.

### Steps to Submit a Proposal:

1. Log into [Curriculog](#).
2. Select *New Proposal* within the *Proposal* page.



3. Select *Deletion/Deactivation Program Proposal* form for the appropriate catalog year and the check mark to begin.

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All Processes Courses Programs Others

Sort by:  
Process Title

1. Revision Course Proposal 2022-23 5 mandatory 24 total			
2. Revision Program Proposal 2022-23 4 mandatory 16 total			
3. New Course Proposal 2022-23 4 mandatory 23 total			
4. New Program Proposal 2022-23 3 mandatory 15 total			
5. Deletion/Deactivation Course Proposal 2022-23 4 mandatory 23 total			
6. Deletion/Deactivation Program Proposal 2022-23 3 mandatory 15 total			

4. Select the Program Type (Program) and then import the program data from the current catalog by clicking *Import* in the top left corner of the page.

**Import** Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

**To Initiate a Proposal:**

1. Select "Program" under the Program Type Question.
2. Import data from the current catalog by clicking "Import".
3. Fill in any blank required fields and attach necessary documents. Do not make proposed edits in this step.
4. Launch the proposal by clicking "Validate and Launch Proposal".
5. Go to "My Proposals", select the proposal, and make the desired changes to the program details and add any appropriate comments.
6. Approve the proposal.

Please direct questions to [Jay Hoying](#) for undergraduate proposals and [Sarah Marki](#) for graduate proposals. Reference the [Registrar Office webpage](#) for detailed instructions.

**Program Type\***

Program

Shared Core

Choose Program

Integration Manager - Work - Microsoft Edge

Participants Jay Hoying

Proposal Help

General Catalog Information

**Import Data Into Your Proposal**

Select an external system from which you would like to import curriculum data.

1. Import

2. Fill in

3. Launch

4. Go to

5. Appro

Acatalog: 2022-2023 Undergraduate Catalog

Acatalog: 2022-23 Graduate Catalog

Cancel Import

Please direct proposals. R

**Revision Typ**

Course D

Learning

Credit Tol

- 5. Search for the program you wish to revise utilizing the appropriate search criteria and select the Program Plan of Study version. Import all data that is mapped by selecting *Import this Item*.

**Filter Programs**

Search all programs

Or add filter

Start Date:  End Date:  Sort Results By:

Exclude previously imported items

**Search Results** (1 to 20 of 38)

- Additional Florida Requirements
- Applied Liberal Studies
- Associate of Arts (General)
- Bachelor of Science, Applied Mathematics (Plan of Study)**
- Bachelor of Science, Applied Mathematics (Program Description)
- Bachelor of Science, Business Analytics (Plan of Study)

- 6. Import all selected data by selecting the *Import This Item* button.

### Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» General Catalog Information: Program Type	Bachelor <ul style="list-style-type: none"> <li>No match was found</li> <li>The following option could not be imported: Bachelor</li> </ul>	<input checked="" type="checkbox"/>
» General Catalog Information: Department	Applied Mathematics	<input checked="" type="checkbox"/>
» General Catalog Information: Program Title	Bachelor of Science, Applied Mathematics (Plan of Study)	<input checked="" type="checkbox"/>
» General Catalog Information: Program Description	Program only available to first time in college students admitted Fall 2019 and later. See also the the Bachelor of Science, Applied Mathematics (Program Description). **Course offering frequency s...	<input checked="" type="checkbox"/>
» General Catalog Information: Prospective Curriculum	Program has 27 cores and 68 courses.	<input checked="" type="checkbox"/>

7. Fill in all blank required fields marked with an asterisk. The Summary and Justification section should include the rationale for the removal of the program from the curriculum. If the proposal impacts another separate proposal that should be noted in this space.
8. To attach documents, select *Files* on the right side of the form. Select *Choose File*, locate and select your file, and select *Upload*.
  - a. Comments can also be made by selecting the discussion tab.

#### Upload File

File  No file chosen

#### Attached Files

There are no attached files.

9. Launch the proposal by selecting *Validate and Launch Proposal*.
  - a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch*.

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Bachelor of Science, Applied Mathematics (Plan of Study)  
9. Test Program Proposal  
unlaunched

Import Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

This proposal has moved on  
This proposal has moved on in the workflow.

10. The proposal is now fully submitted and will go through the designated workflow. The progress of the proposal can be tracked by selecting the *Workflow Status* tab on the right of the proposal. The proposal can always be found under the *My Proposals* tab in Curriculog.

Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

Filter by:  
All My Proposals Advanced Filter + New Proposal

ACG - 2020 - Status: Unlaunched 8. Test 2022-23 Last Activity: Oct 4, 2021 11:26 AM by Jay Hoying	🗑️ 📄
Bachelor of Science, Applied Mathematics (Plan of Study) Status: Unlaunched 2. Revision Program Proposal 2022-23 Last Activity: Oct 20, 2021 11:31 AM by Jay Hoying	🗑️ 📄
Bachelor of Science, Applied Mathematics (Plan of Study) 🟢🟡🟡🟡🟡 9. Test Program Proposal Last Activity: Oct 20, 2021 2:43 PM by Jay Hoying	🗑️ 📄 📧 📖

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**Workflow Status**

<p><b>Originator</b> <span>Approved</span></p> <p>Participants</p> <p>  Jay Hoying   10/20/2021 2:43 PM</p> <p><a href="#">Step Details</a></p>	<p>Discussion</p> <p><b>Workflow Status</b></p> <p>Signatures</p> <p>Files</p> <p>Decisions</p> <p>Custom Route</p> <p>Crosslistings</p> <p>Proposal Lookup</p>
<p><input type="radio"/> <b>Applied Math: Department Chair</b> <span>Working</span></p> <p>Participants</p> <p><input type="radio"/> Jay Hoying</p> <p><a href="#">Step Details</a></p>	
<p><input type="radio"/> <b>Registrar</b> <span>Incomplete</span></p> <p>Participants</p> <p><input type="radio"/> Jay Hoying</p> <p><input type="radio"/> Andrew Konapelsky</p> <p><input type="radio"/> Sarah Marki</p> <p><a href="#">Step Details</a></p>	

