

Program, Track, Certificate Inactivation Proposal

This form is to be used to present the Curriculum Committee with a proposed program, track, certificate etc. inactivation. If approved, this will be reflected in the 2025 - 2026 catalog. (NB: For TSPC-approved programs, commission approval is required and is the final step in completing the inactivation process. Contact Sharon Chinn with questions at schinn@lclark.edu.)

* Indicates required question

1. Email *

2. Date submitted *

Example: January 7, 2019

3. Proposal submitted by (faculty member): *

4. Department *

Mark only one oval.

- ☐ Counseling, Therapy, and School Psychology
- ☐ Teaching, School Counseling, and Leadership Studies
- ☐ CCE

5. Title of program, certificate, track, etc to be inactivated: *

6. In order to complete an inactivation, the following offices must be notified as they will need to update their information as well. Please check each box to confirm you have discussed this inactivation with the necessary administrative offices. *

Check all that apply.

- ☐ Research & Assessment
- ☐ Graduate Admissions
- ☐ Finance & Operations
- ☐ Ed. Career, Licensing, & Accred. Services (for TSPC-approved programs)
- ☐ Lewis & Clark Community Counseling Center (counseling programs only)
- ☐ CCE (for cross-listed programs and courses)

7. Semester and year proposal to become effective *

Mark only one oval.

- ☐ Summer 2025 (earliest possible)
- ☐ Fall 2025
- ☐ Spring 2026
- ☐ Other: _____

8. Why is this program, track, certificate etc. being inactivated? *

9. Please list all corresponding courses that will be impacted by this inactivation: *

10. In order to submit this proposal, you must have a teach out plan in place with the registrar's office. *

Check all that apply.

☐ I have checked with the registrar regarding a teach out plan.

11. Approved by:

Check all that apply.

- ☐ Department chair
☐ Curriculum committee
☐ Dean

12. Final approval date:

Example: January 7, 2019

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