Submitting a Program Delete Proposal

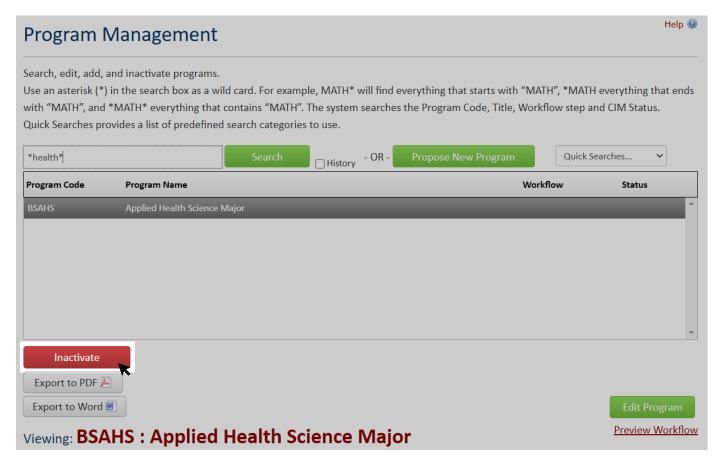
(See <u>Curriculum Resources and Forms</u> page for deadlines)

1. Go to https://nextcatalog.wheaton.edu/programadmin/.

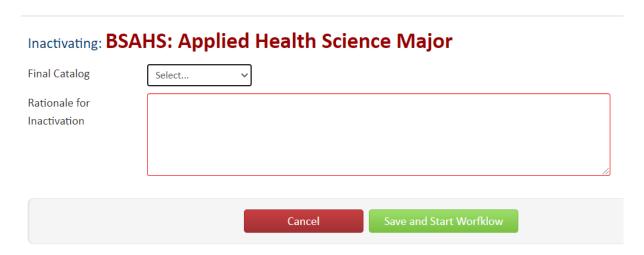
Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for "Course Inventory Management" and sounds like "Kim.")

This new system allows you to look up program details, submit proposals for courses and programs, and track the progress of your proposals. We are excited about the ways this will simplify curriculum management for our faculty, academic administrators, and Registrar's Office staff. We look forward to supporting you through the transition into this new system. Contact registrar@wheaton.edu, with questions about using CIM for your curriculum proposals.

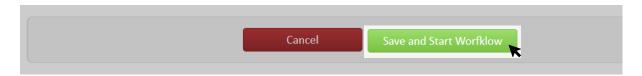
2. Search for the program you are proposing for removal from the catalog. Select "Inactivate."



3. Select the final catalog for the program to appear in and provide rationale for deleting the program.



4. When you're finished, click "Save and Start Workflow" to submit your proposal.



5. You're done! CIM will send your proposal to the correct people to sign off on it. You can always search for your program and see its progress.



Be sure to keep an eye on your email for notifications about your proposal and any requested revisions. Notifications will be from "Wheaton Curriculum" at <a href="https://wheaton.com/wh