*For Curriculum Staff Use Only:*

*Received: \_\_\_\_\_\_\_ CRC: \_\_\_\_\_\_\_ Apprvd: Y / N*

*Board: \_\_\_\_\_\_\_\_ SIS: \_\_\_\_\_\_\_\_\_*

*State, if applicable: \_\_\_\_\_\_\_\_\_*



Certificate or Major Revision/Inactivation Form

|  |  |
| --- | --- |
| Program Title:       | Proposed Effective Date:       |
| Department:       | Submitter Name:       |
| ***Cert***  Total Units Before Revision:       After:      ***Major*** Total Units Before Revision:       After:       | Submitter Email:       |
| Program type (check all that apply): [ ]  Major (AA/AS) [ ]  Associate Degree for Transfer (AA-T/AS-T) [ ]  Certificate  |

|  |
| --- |
| **PROGRAM CHANGES** **Check all that apply:** |
| [ ]  | Addition of Elective Courses- Please list course prefix/number(s) under Rationale |
| [ ]  | Deletion of Elective Courses- Please list course prefix/number(s) under Rationale |
| [ ]  | Addition of Required Courses- Please list course prefix/number(s) under Rationale |
| [ ]  | Increase in units. (*Revising a certificate from below 16 units to above 16 units may require* [*a New Credit Program Application*](https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/Application%20New%20Credit%20Program%20CCC%20510%26501%20F2014%20-%20Form.docx) *if the certificate does not already have Chancellor’s Office approval – see Curriculum Office for more information)* |
| [ ]  | Deletion of Required Courses- Please list course prefix/number(s) under Rationale |
| [ ]  | Decrease in units *(Revising a certificate under 16 units may impact student’s financial aid eligibility. Revising a certificate under 8 units will make it ineligible for Chancellor’s Office approval)* |
| [ ]  | NEW Program Title**:**       |
| [ ]  | Other- Please specify below under Rationale |
| [ ]  | **INACTIVATE CERTIFICATE/MAJOR** (*No new students will be allowed to select the program; however, students with catalog rights may receive the award.*) |

# RATIONALE

*Please provide* a brief explanation of what changes are being made to the certificate/major and why. Include any course Prefix and Number(s) that you are either adding/deleting to/from the existing program. For more complex changes, you may want to attach a copy of the [web layout](https://curriculum.santarosa.edu/programs-study) showing exactly where the course changes are to be made.

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# SUBMIT

1. Submit all documents to Curriculum Technician, Adrienne Leihy – Curriculum/Educational Support
2. If adding/removing courses, email a revised [Recommended Course Sequence](https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/Recommended%20Sequence%20of%20Courses.xls) to aleihy@santarosa.edu
3. [Track your revision/inactivation request](https://docs.google.com/spreadsheets/d/13NEItQBjpadX9p_vWlCI15vAbTnU7YxoHSPaNy2L3u0/edit)
4. After final approvals are obtained, revision will not go into effect until the start of a new term

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_