How to Create a Program Inactivation Proposal in CurricUNET

Step 1: Click on “Programs” link under “Build” Header

Step 2: Click on “Program Deletion” link. (You will be inactivating the program, not deleting the program, but this is the CurricUNET header.)
Step 3: Choose appropriate department from dropdown menu and click OK.

Step 4: Click on Copy Icon of Program you want to inactivate.
Step 5: Select “Program Inactivation” from proposal type dropdown menu and click OK

Step 6: Your proposal shell is completed and the program checklist appears
Step 7: Complete the cover page, check off other fields, and you will get the submit button.