

HOW TO INACTIVATE A PROGRAM

This guide outlines the steps to Inactivate a Program through Curriculum Manager: Program Management. For additional information on CM, please click [here](#).

Inactivate a Program - Login

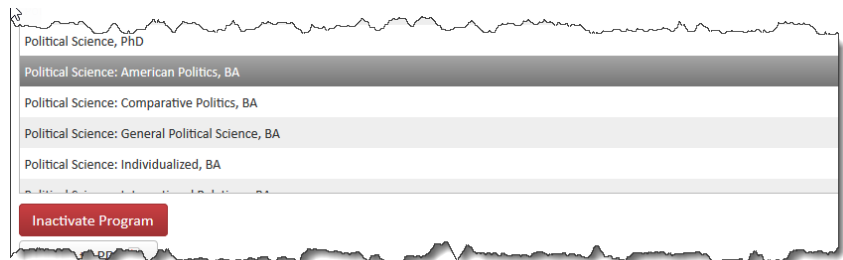
- Navigate to the *Curriculum Manager: Program Management* [page](#)
- Enter your **Username** and **Password**
- Click on **[Log in]**
- Click on the **Log In icon**



The screenshot shows the Penn WebLogin interface. A red callout box with the text "Please Complete Log In" and "In order to authorize your ability to update, please click the icon to complete your log in." points to a circular icon containing a red 'X' on a white background.

Search for a Program

- Use an asterisk (*) in the search box as a wild card
- Click on the Program to be inactivated
- Click on **[Inactivate Program]**



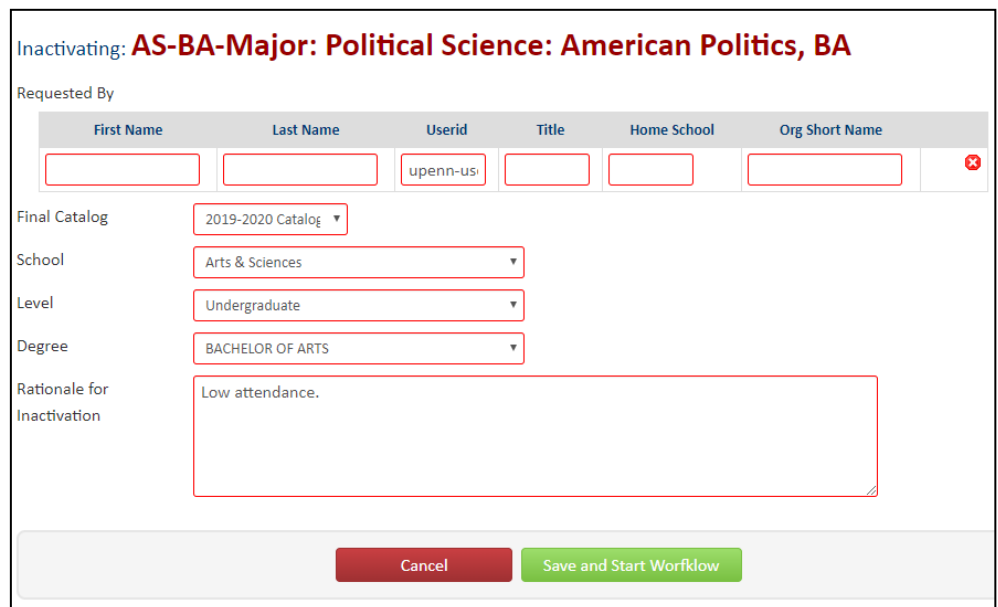
The screenshot shows a list of search results for "Political Science". The results include:

- Political Science, PhD
- Political Science: American Politics, BA
- Political Science: Comparative Politics, BA
- Political Science: General Political Science, BA
- Political Science: Individualized, BA

 A red button labeled "Inactivate Program" is positioned below the list.

Inactivate the Program

- A new window appears with Program inactivation fields
- Complete the form and click on **[Save and Start Workflow]**
 - *Note: All fields outlined in red must be completed.*



The screenshot shows the "Inactivating" form for the program "AS-BA-Major: Political Science: American Politics, BA". The form includes the following fields:

- Requested By:** A table with columns: First Name, Last Name, Userid (value: upenn-us), Title, Home School, Org Short Name. The Org Short Name field has a red 'X' icon.
- Final Catalog:** 2019-2020 Catalog
- School:** Arts & Sciences
- Level:** Undergraduate
- Degree:** BACHELOR OF ARTS
- Rationale for Inactivation:** Low attendance.

At the bottom of the form are two buttons: "Cancel" and "Save and Start Workflow".