**Curriculum Checklist
Program Reinstatement**

**Inactivated AAS degree, AAS option, and Certificate of Completion programs may be reinstated within three years of inactivation. Programs must be reported to the Curriculum Office and will be presented as an informational item during the following Curriculum Committee meeting.**

**Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the reinstatement of programs. Steps are listed in order.**

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| Department Completes Initial Planning |
| [ ]  Department determines need for program reinstatement and discusses reinstatement with the Division Dean |
| Department Submits Forms to Curriculum Office(submit 2 weeks prior to [Curriculum Committee Meetings](http://webappsrv.clackamas.edu/committees/CC/index.aspx?content=meetings#body)) |
|  Form |
| CCWD Program Amendment |
| Letter of Intent to reinstate program |

**Next Steps for Curriculum Office**

[ ]  Curriculum Committee reviews and approves the program reinstatement

[ ]  Curriculum Office submits forms to CCWD

[ ]  Curriculum Office submits Substantive Change Application and Proposal to NWCCU

[ ]  NWCCU approves program

[ ]  Curriculum Office is notified by the Financial Aid Office that funding has been approved

[ ]  Curriculum Office enters the new program into Colleague and notifies CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.