

INACTIVATING A PLAN OR SUBPLAN IN SAKU

Career: _____
(GRDK, UGDK, MED)

Academic Program: _____
(AHLTU, AHLTG, AHLUN, AHLGN, NURSU, NURUN, NURSG, NURGN, MEDG, MEDGN, MEDU, MEDN)

Academic Plan: _____
(Example: NURSGN-MS)

Academic SubPlan: _____
(Example: PUBHLTHNUR)

If inactivating a SubPlan only, what Plan is it attached to: _____

Inactivation Date: _____
(Must be at the end of a term, 5/31/XXXX, 7/31/XXXX, or 12/31/XXXX)

Important: Are there students active in this plan or subplan? If so, the Registrar's Office needs to be notified as to how to correct the student's record as they can not be an active student in an inactive plan or subplan. If you are inactivating a plan or subplan and activating a new plan or subplan in its place, the Registrar's Office needs to be notified which students need to have their plan/subplan changed. For Graduate Students this is done through the Do-All process. For Undergraduate students – contact the Registrar's Office. Please keep in mind that this will also affect readmitted students. You can not readmit a student that has an inactive plan.

Person to contact with questions regarding this request:

Name: _____

Phone Number: _____

E-mail address: _____

All requests to inactivate plans in SAKU must go through the appropriate approval channels before being forwarded to the Registrar's Office for inactivation. Please attach all relevant documentation to this request. If the appropriate documentation is not attached, the request will not be acted upon and will be returned to the sender.