



Program/Plan disestablishment



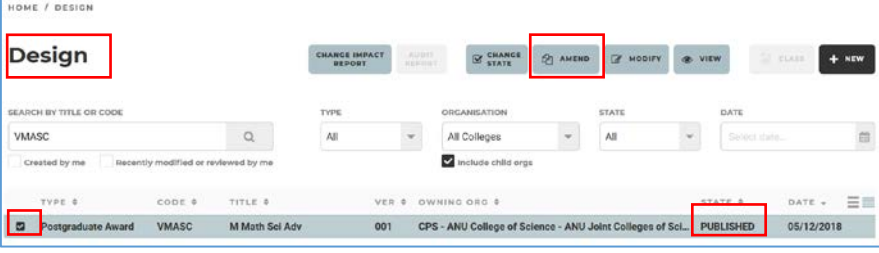
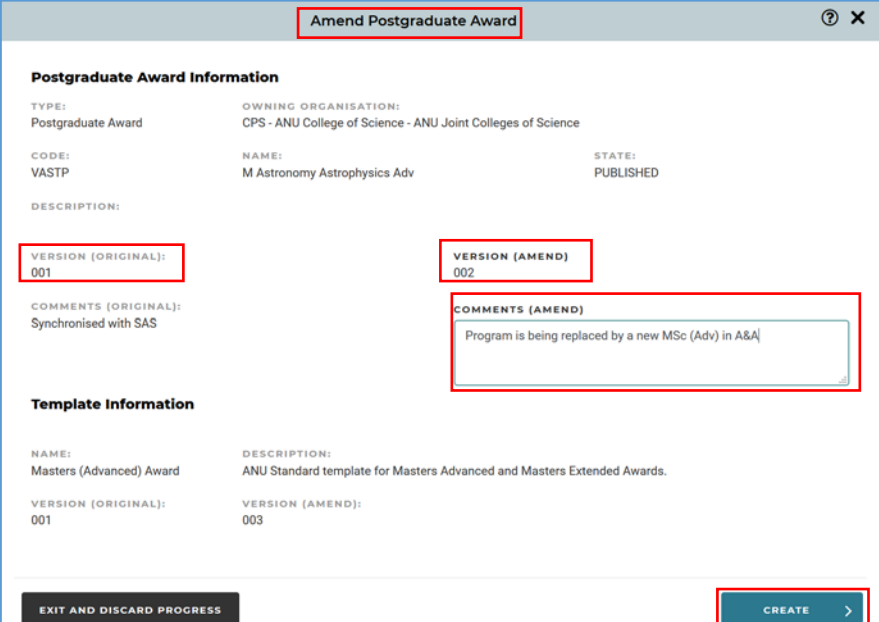
The disestablishment of a program/plan impacts on existing applicants, offer holders and current students. The ASQO website contains a [detailed disestablishment communications strategy](#). A plan must be put into motion as soon as the decision is made to disestablish a program. Teach-out plans must be considered and communicated to the college office, PARSA and affected students. The Admissions Office and ASQO also need to be informed as block needs to be put on new applications after the last intake and deferrals cannot be approved.

Due to the complexities around program/plan inactivation we strongly recommend you seek advice from the Education Governance Officer before completing the paperwork.

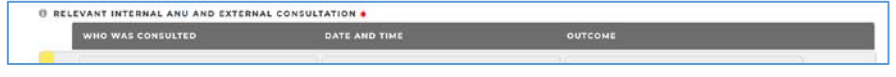
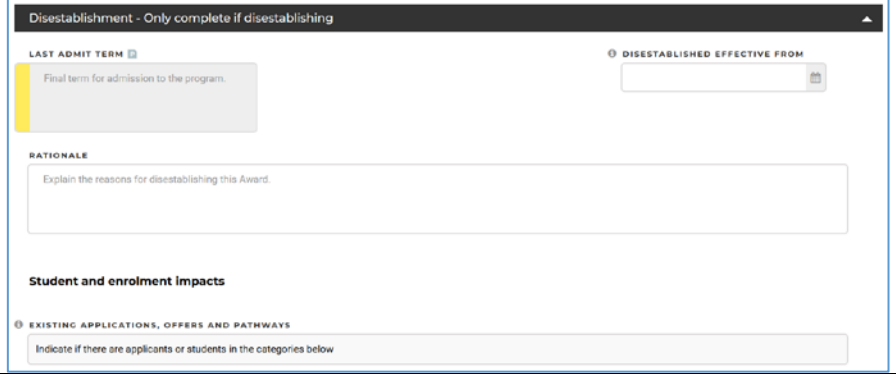

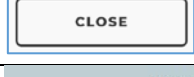
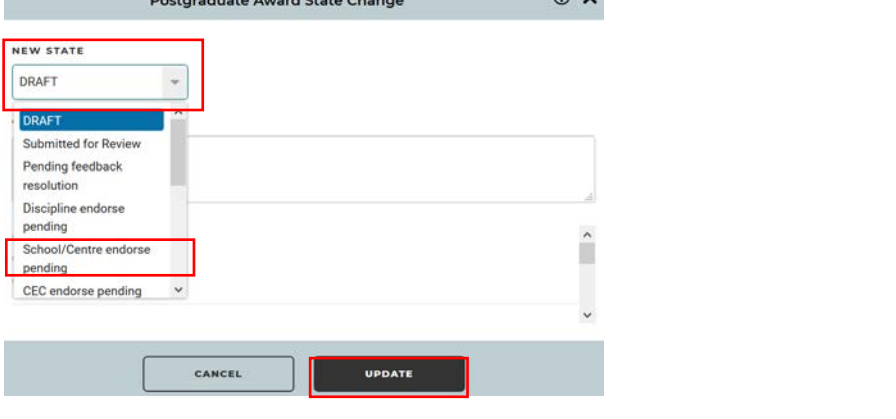
Deadlines for conveners to submit proposal in the Curriculum Management System:

- All disestablishments must be endorsed and submitted to the college by the School Associate Director Education. **Check school timelines and procedures with ADE or administrator.**
- Maximum deadline for school to submit proposal to college for the next academic year: **7 June** as it needs to follow program amendment timelines.
- Maximum P&C publication deadline for program/plan inactivations for the next academic year: approximately 22 October once the inactivation proposals have been approved by Academic Board.

Procedure:

1	Log in via URL. Click "Continue"	https://cms.anu.edu.au
2	Click "Design".	
3	Use search box to locate subplan by title or code.	
4	Identify latest published version of the subplan in the Design panel. Select the relevant entry. Buttons in top right become 'active'. Click "Amend".	
5	A window will pop up with basic subplan information and a box in which a brief summary of the changes to be made should be entered. Note that a new version number is being allocated to the amendment proposal. Click "Create".	



6	Provide detail of consultation. This is the record that due diligence has been done.	
7	Proceed to the disestablishment component and fill out all fields.	
8	Save changes using button at bottom of form. This will create a DRAFT form.	 <p data-bbox="798 683 1295 759">Note: Once created, a proposal cannot be deleted, only modified and published.</p>
9	Use the "Close" button at the bottom of the form to exit the screen.	
10	<p>If no further changes are required, "Close" the form and then "Change State" from DRAFT to SCHOOL/CENTRE ENDORSE PENDING.</p> <p>Click "Update". Note this panel contains an audit trail. Check workflow below. Email Associate Director Education.</p> <p>Note: All error messages must be resolved before the state will change. Compulsory fields must be populated. If in doubt, contact science.curriculum@anu.edu.au</p>	

Workflow:

