Subplan (majors, minors, specialisations) inactivation

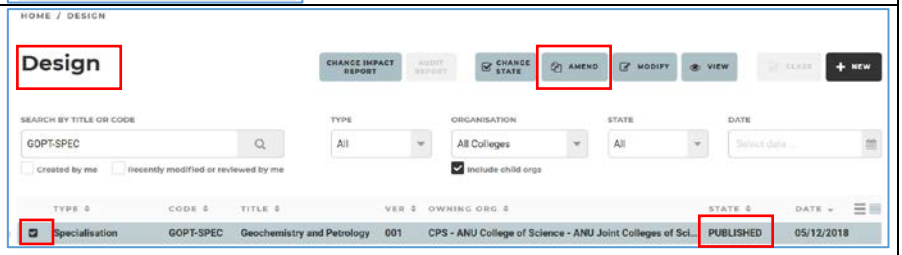
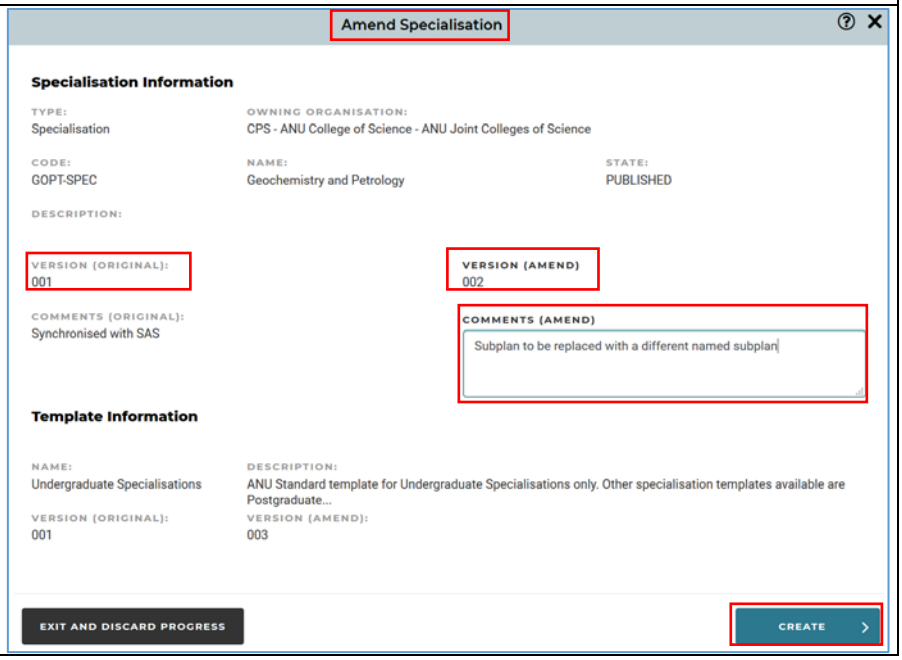
The inactivation of a subplan affects any program in which the subplan is listed. It also affects students who commenced the program prior to the inactivation and may have been working towards the subplan. Where a subplan is not being replaced by a similar subplan, or the courses will cease to be offered, teach-out plans must be considered and communicated to the college student administration office and affected students.

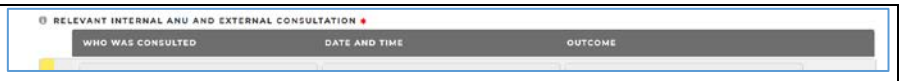
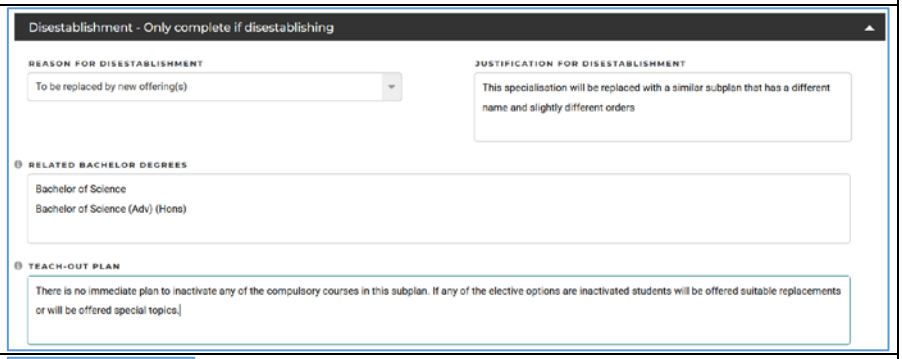
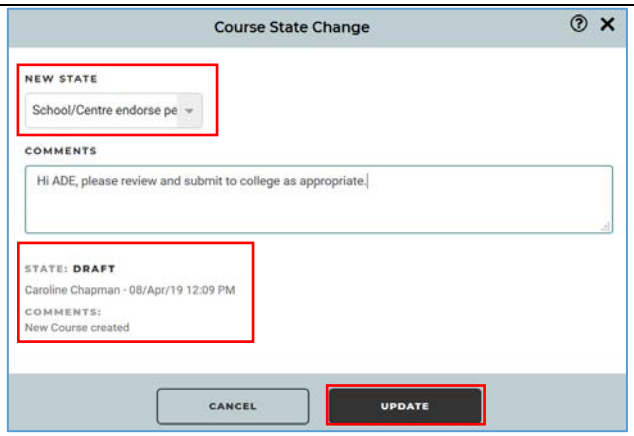
Due to the complexities around subplan inactivation we strongly recommend you seek advice from the Education Governance Officer before completing the paperwork.

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

- All inactivations 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. If the inactivation affects multiple colleges, the other colleges will also need to be notified.
- Maximum P&C publication deadline for subplan inactivations for the next academic year: approximately 22 October once the subplan inactivation and relevant program amendment 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**". Note, once you click the create button, you cannot discard or delete the form. Once created, the form will remain at draft until it is either progressed through to publish or is repurposed. It cannot be withdrawn or deleted.	

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.	 Note: Once created, a proposal cannot be deleted, only modified and published.
9	Use the "**Close**" button at the bottom of the form to exit the screen.	
10	If no further changes are required, "**Close**" the form and then "**Change State"** from DRAFT to SCHOOL/CENTRE ENDORSE PENDING. Click "**Update**". Note this panel contains an audit trail. Check workflow below. **Email Associate Director Education**. 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	

Workflow:

