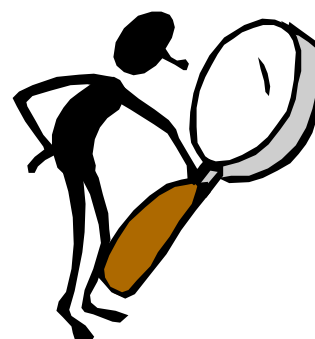


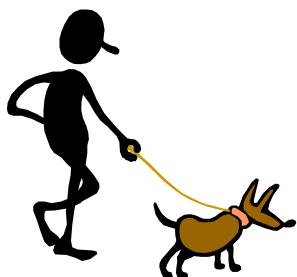
# **Delete Certificate/Degree Form in ACRES**

As you work through program review and the five-year curriculum review, you may recognize a degree or certificate that is no longer needed. Maybe the technology has changed. Maybe the demand for certain skills has decreased tremendously. Once you realize there is no interest in the certificate or degree, you should submit a Delete Certificate/Degree form in ACRES.



This is a quick form that helps with curriculum housekeeping. Since you are in the discipline, you are the one to determine when a degree or certificate should be deleted. Be honest with yourself and don't keep a certificate or degree active for one or two students. Talk to your Division Chair, Program Manager, and Dean for their feedback.

### **What information is needed to complete a Delete Course form in ACRES?**



On the next page, you will find a copy of an electronic form with all the information you will need to propose deleting a certificate or degree in ACRES. You may request the form from the Curriculum Office or you can logon to the CAC website and download the electronic copy ([http://www.centralaz.edu/Home/About\\_Central/Curriculum\\_Development/ACRES\\_Planning\\_Worksheets.htm](http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm)).

Once you have the electronic form, you will be able to type the information in the form without logging on to ACRES. When the form is complete and you are satisfied with your proposal, simply logon to ACRES and cut and paste the information from your form in the Delete Certificate/Degree form. Verify all fields are completed and click the submit button. Because this is a deletion, a curriculum mentor will not need to review and approve...and you don't have to write any outcomes or standards!

**Hint:**

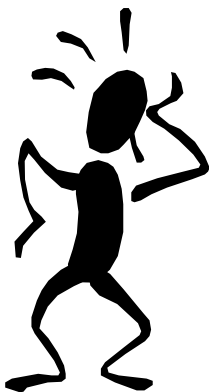
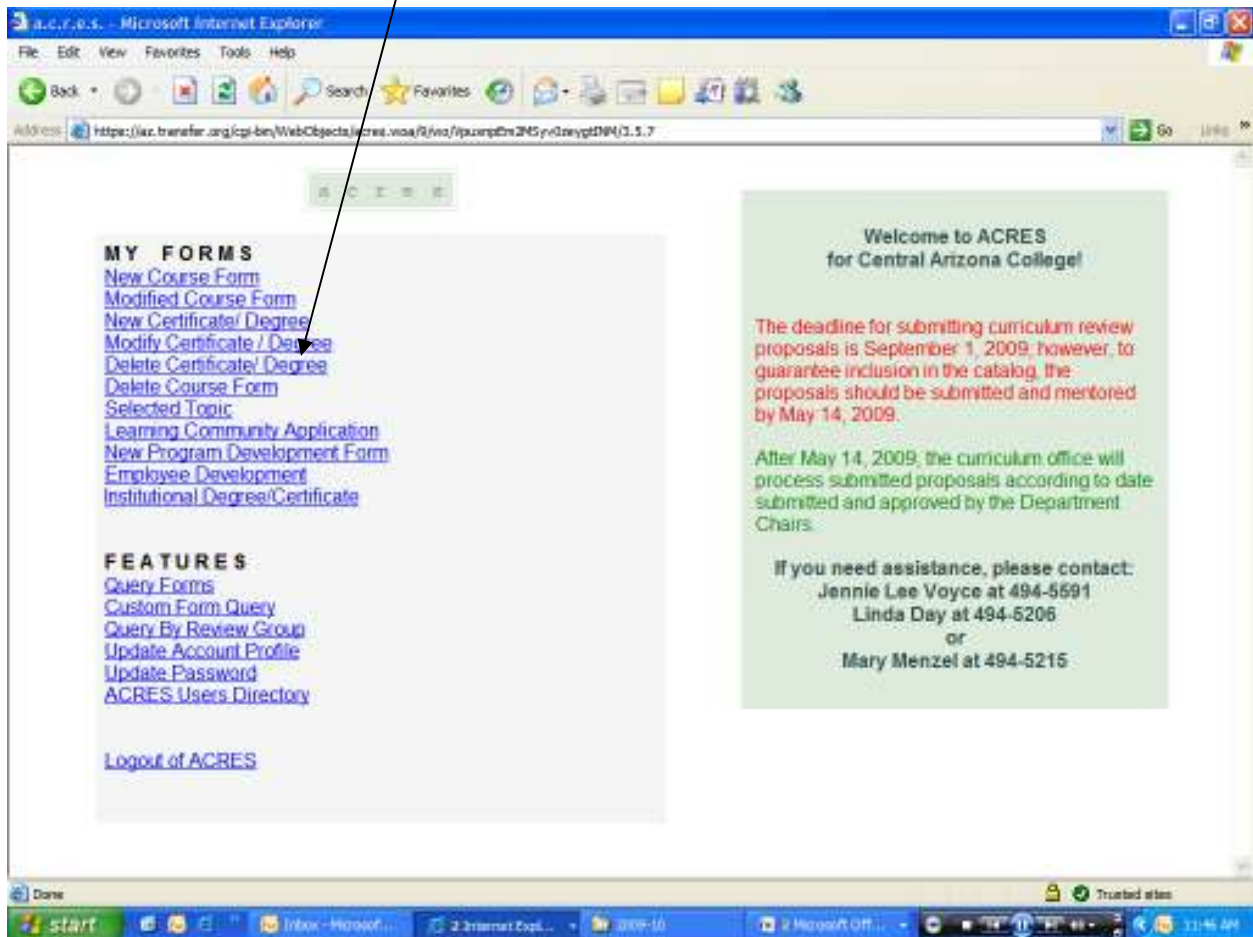
Click the “Save Changes” button often. It is located at the top or bottom of the page!

For those who prefer to work in ACRES but need some type of guide, simply pencil your ideas in the blank form found on page 281; open the Delete Certificate/Degree form in ACRES; and begin typing from your notes.

### Delete Certificate/Degree Form Planning Worksheet

Required information:	Proposed information:
Department:	Choose from the drop down menu.
Title:	What is the current title of the certificate or degree?
Effective Year:	Typically the next calendar year.
Effective Semester:	When do you want this deletion to become effective?
Rationale for Deletion of Degree/Certificate	Why do you want to delete this certificate or degree?
Result of Discussions with District Counterparts:	Have you spoken with colleagues at the other locations to make sure they are not making plans to renew the certificate or degree?
List of Courses Impacted by the Deletion of the Degree/Certificate:	What courses are impacted by this deletion? Will you be deleting courses? Or, will the courses remain active in the course bank?

Once you have all the information needed to delete the certificate/degree, logon to ACRES, and select the Delete Certificate/Degree form.



To save you from headaches:

**Remember to save often!**

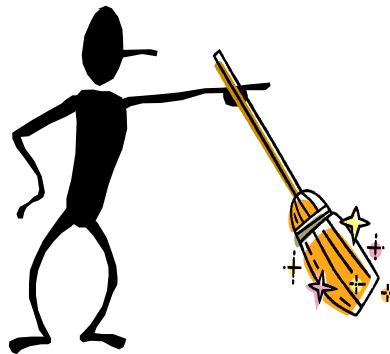
Get in the habit of clicking the “Save Changes” button anytime your phone rings or someone comes into your office.

When all information is entered in ACRES, review the form for typos and additional corrections or missing information. Click “Save Changes.”

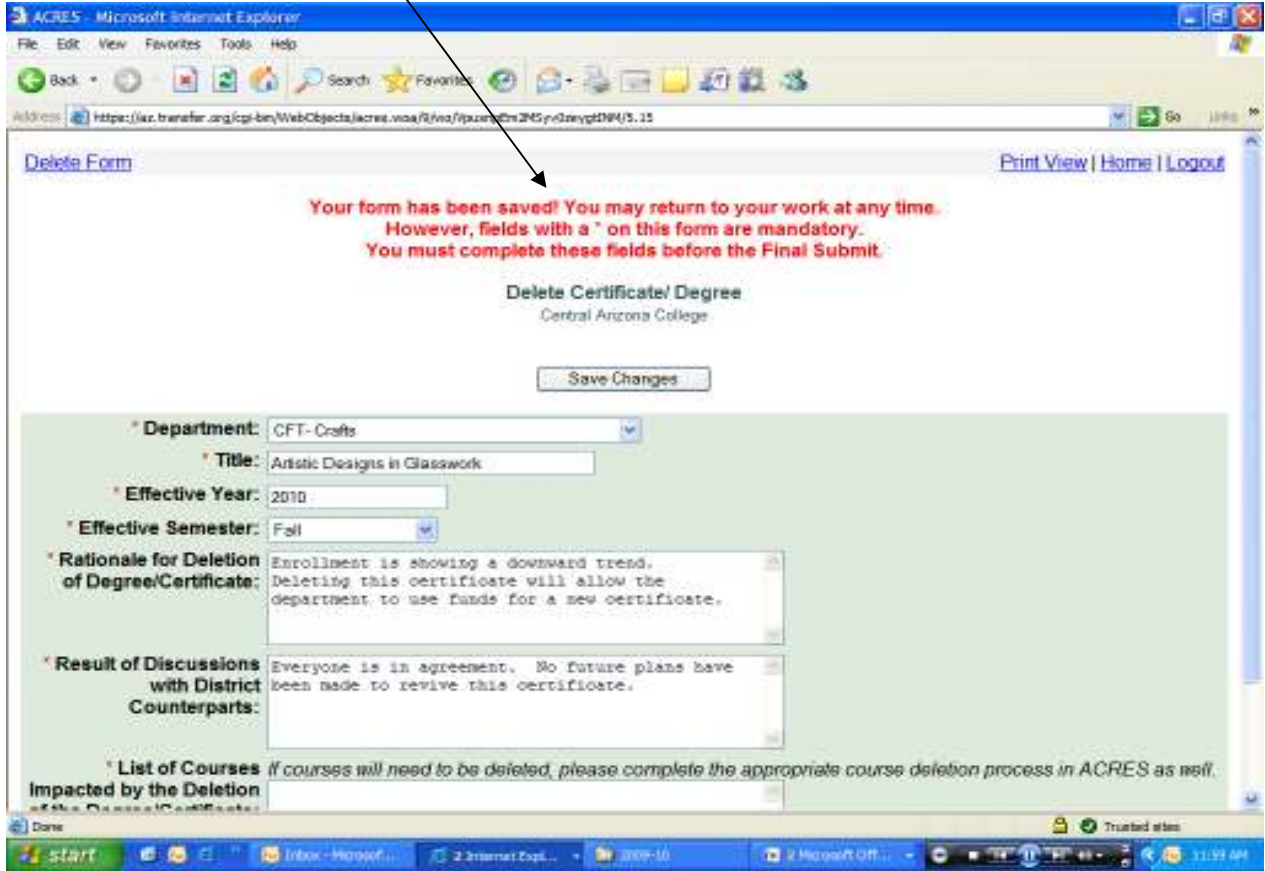
The screenshot shows a web browser window titled "ACRES - Microsoft Internet Explorer". The address bar shows a URL starting with "https://az.transfer.org/cgi-bin/WebObjects/acres...". The main content area displays the "Delete Certificate/Degree" form for Central Arizona College. The form has a title "Delete Certificate/Degree" and "Central Arizona College" below it. There are two buttons at the top: "Cancel" and "Save Changes". The form fields are as follows:

- Department:** CFT- Crafts (dropdown menu)
- Title:** Artistic Designs in Glasswork (text input)
- Effective Year:** 2010 (text input)
- Effective Semester:** Fall (dropdown menu)
- Rationale for Deletion of Degree/Certificate:** Enrollment is showing a downward trend. Deleting this certificate will allow the department to use funds for a new certificate.
- Result of Discussions with District Counterparts:** Everyone is in agreement. No future plans have been made to revive this certificate.
- List of Courses Impacted by the Deletion of the Degree/Certificate:** *If courses will need to be deleted, please complete the appropriate course deletion process in ACRES as well.*

After saving the Delete Certificate/Degree Form with all the fields with the red asterisk completed, you will see a “Final Submit” button at the top of the page.



If you do not see the “Final Submit” button, there is a required field that is missing information. Please notice the red message at the top of the screen.



Find the blank field and type in the appropriate information.

ACRES - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://ac.transfer.org/cgi-bin/WebObjects/acres.voa/0/va/0pxmp0m2MSy02aygtDMM/5.15

**Delete Certificate/Degree**  
Central Arizona College

Save Changes

**\* Department:** CFT- Crafts

**\* Title:** Artistic Designs in Glaswork

**\* Effective Year:** 2010

**\* Effective Semester:** Fall

**\* Rationale for Deletion of Degree/Certificate:** Enrollment is showing a downward trend. Deleting this certificate will allow the department to use funds for a new certificate.

**\* Result of Discussions with District Counterparts:** Everyone is in agreement. No future plans have been made to revive this certificate.

**\* List of Courses Impacted by the Deletion of the Degree/Certificate:** *If courses will need to be deleted, please complete the appropriate course deletion process in ACRES as well.*

Save Changes

Done

start

Info - Howef...

2 Internet Exp...

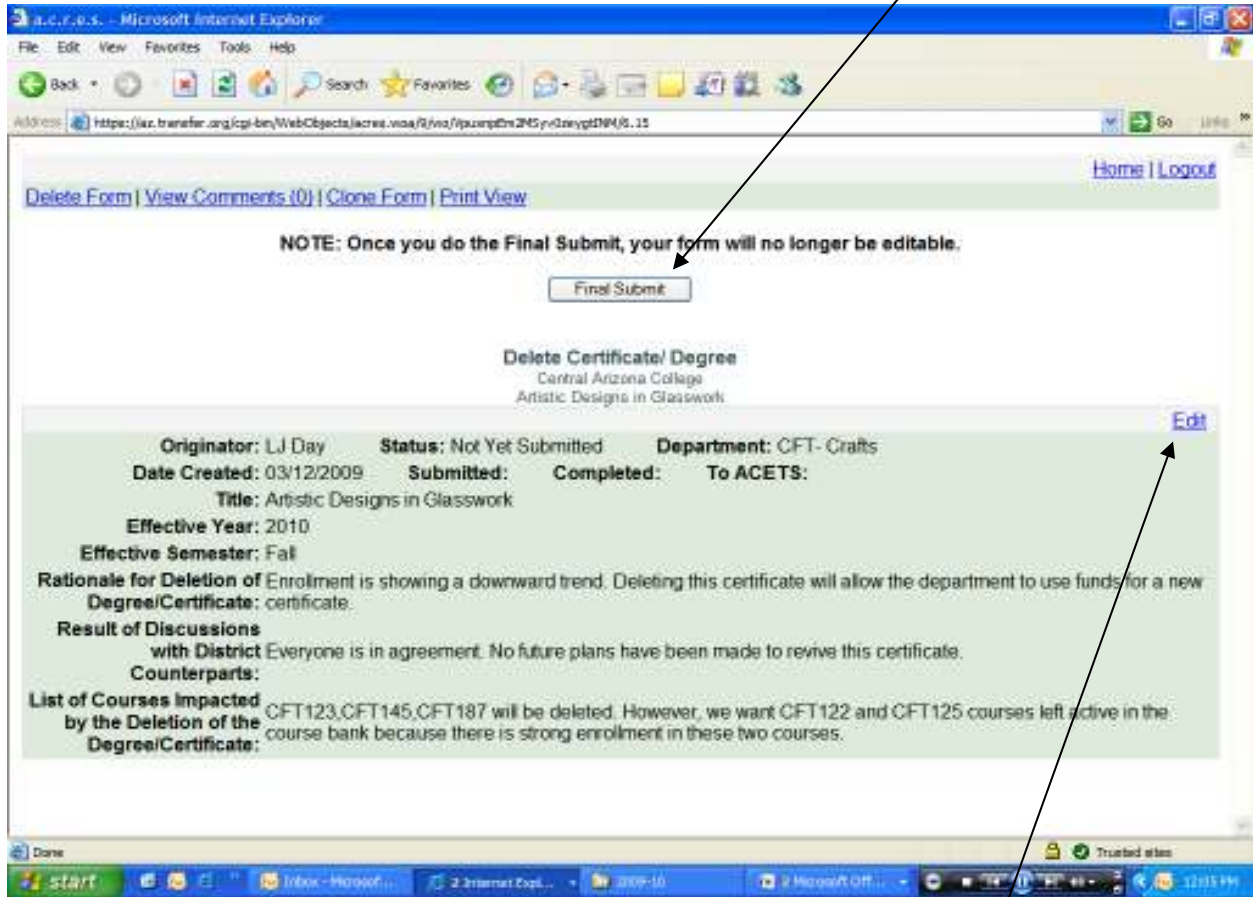
2009-10

Microsoft Off...

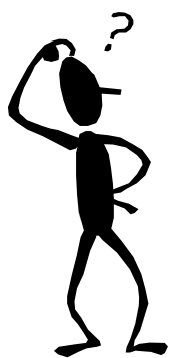
Trusted sites

12:11 PM

If you are completely satisfied with the information, click the “Final Submit” button and ACRES will automatically route the form to the next person to review it.



If at this point you see an error that needs to be corrected, click “Edit,” make the changes, and click “Save Changes” again.



### Where does my Delete Certificate/Degree proposal go when I click “Final Submit?”

The following table is taken directly from ACRES and shows the path your proposal will follow to be reviewed, approved, and removed from the catalog and CAC offerings. Each line lists the name of the group or person reviewing the proposal. The “Help Text” gives you a short description of what that named group or person will be doing with the proposal.

## Delete Certificate/ Degree Routing Chain

Order	Name	Help Text
1	District Chair or Program Manager	District Chair/Program Manager reviews the proposal to delete a certificate or degree. IT IS THE RESPONSIBILITY OF THE DISTRICT CHAIR/PROGRAM MANAGER TO ENSURE that the proposer has contacted and received agreement with this action from all other campuses, faculty, and any impacted programs. May approve as written, request revision, or disapprove.
2	CLASS Office (Curriculum Bulletin)	Curriculum Office Program Assistant adds the proposal to the curriculum bulletin and moves forward.
3	Notice of Curriculum Change	ACRES users may enter any comments they have relative to the deletion of this certificate or degree.
4	CLASS Office (Review)	Curriculum Office reviews the deletion to verify if any individual courses need to be deleted also. Reviews the proposal and makes note of any issues that need to be addressed at the Curriculum Committee meeting.
5	Dean of Academic Services	Academic Deans review and may approve, request revisions, or disapprove the proposal.
6	Curriculum Comm. Agenda (CLASS)	Curriculum Office Program Assistant adds proposal to the Curriculum Committee agenda for review and discussion.
7	Curriculum Committee	The Curriculum Committee reviews all components of the course proposal. This includes impact of the deletion on other programs, impacted courses, articulation agreements, etc. They may determine to approve as written, approve with minor changes, table for more information, or disapprove.
8	Outline Management	Curriculum Support Analyst will remove the outline from the CAC website and archive.
9	CLASS Office (Catalog)	Curriculum Support Analyst documents changes in the appropriate "working catalog."
10	CLASS Office (Final)	Final approval for deletion of a certificate/degree. Documents the change internally for notification to other colleges and universities and for ATF notification.

Congratulations!!! The proposal has been submitted and you are feeling great. Housekeeping is finished! Right?

Almost! Remember when you submit the proposal, it needs to be reviewed and approved by several groups or individuals. You may be contacted to attend Curriculum Committee or someone may contact you with questions.

Please remember, the staff of the Curriculum Office is here to support you and help you reach the goal. Call us anytime you have questions or concerns!

We want to help you!

Jennie Lee Voyce at 1-520-494-5591 or [jennie.voyce@centralaz.edu](mailto:jennie.voyce@centralaz.edu)

Linda Day at 1-520-494-5206 or [linda.day@centralaz.edu](mailto:linda.day@centralaz.edu)

Mary Menzel at 1-520-494-5215 or [mary.menzel@centralaz.edu](mailto:mary.menzel@centralaz.edu)

