

Deleting an Academic Program

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Tool Search: Academic and Graduation Programs

Users may delete academic programs if desired.

Deleting a program completely removes all history of the program, including any record of students being assigned to it.

- If a program was created in error or it was never assigned to students, continue with the deletion.
- If a program is no longer being used, but students have been assigned to it, consider inactivating the program instead of deleting it.

1. To delete a program, be sure **Academic** is toggled ON in the upper-right corner of the main Academic and Graduation Programs screen.



2. Next, select and open the program you want to delete.
3. Once the program is open, press **Delete** at the bottom of the screen.
4. At the prompt, the user must confirm the deletion. Press **OK** to delete the program or **Cancel** to save the program.