Terminate an Academic Program

Full Proposal

Note: Follow these guidelines when program is seeking to no longer offer a program in any format. Proposals to rename programs involve terminating (old name) and establishing (new name) a program and follow the guidelines for a proposal to change a program.

1. Rationale for terminating the program, and the effects on current students and programs. It should include an analysis of the proposed changes (e.g., purpose, need and relationship to mission) as well as a careful and thorough discussion of the more practical and technical issues (e.g., resources, curriculum, admissions, faculty and transition planning). Where relevant, proposal might discuss:

   1. Changes in the availability of qualified students and demand.
   2. Changes in availability of faculty to support the program
   3. Recent enrollments history, including current numbers of enrolled students
   4. Description of changes in the discipline or employment opportunities for graduates of the program.
   5. Include campus(es) where the program was offered.

2. Where relevant, relationship of terminated program to other programs in the department, school/college and University

3. Impact on Students

   1. Provide a phase-out plan with detailed chronology.
   2. Full description of impact on enrolled students (including students on leave or who have recently stopped out), describing options for, requirements to transfer to the new programs, time limits for completion and other procedures. Include draft copies of correspondence to be sent to students.

4. Related program changes

   1. If this termination will also involve renaming, restructuring or closing departments, please provide a description of the changes involved.
   2. Where relevant, include a listing of all faculty, by seniority, in their current departments and in the proposed structure.

5. Process for Development of Proposal

   1. List any collegial committees that reviewed, endorsed or approved proposal
2. Discuss how proposal relates to visiting team recommendations from most recent periodic program review
3. Describe any implications for accreditation