

SECTION 9

Terminating Existing Program

Includes termination of degree, major, minor, certificate, concentration, specialization or accelerated degree program.

1. The automated [CourseLeaf program](#) will be used for submission of the proposal to terminate an existing program. The online approval form should be completed by the department submitting the proposal, the proposal and other supporting documentation should be attached to the online approval form. The online approval form and the documentation are submitted via the automated review/approval process.
2. The proposal should, at a minimum, include the following:
 - Rationale for terminating the program.
 - Describe the impact of termination on students and faculty, identifying how any negative effects will be minimized or mitigated, including the Teach Out plan for those students still enrolled in the program.
 - Acknowledgement that other units whose programs may be affected by this termination have been notified. Attach an email or letter to [CourseLeaf](#) from any other college/school that offers courses in this program, that the college/school is aware of the change and outlines the impact this change will have on their college/school.
 - Summation in writing of the financial impact of terminating program.
 - Redeployment plan, describing how existing resources will be reallocated, impact on existing faculty and staff and how tenured faculty will be reassigned.
 - Timetable identifying steps leading to termination.
 - If your college/school/or this program is accredited, provide documentation that this change will not affect this accreditation or that you have gained approval from that body to proceed with these changes for the next academic year. If unable to do so, this proposal must be delayed until this documentation can be provided.
3. Once submitted online, the [CourseLeaf](#) workflow and digital signature approval process will follow automatically:
 - Dean endorses and signs online approval form.
 - Registrar concurs with program title and course(s) number and signs online approval form.
 - The remainder of the approval/review process as delineated in [Section 10](#) of the program