Checklist for Discontinuing a Program, Concentration or Minor

Complete the following steps to ensure your proposal to discontinue can be approved and completed appropriately. Requests to Discontinue should be submitted, from the Dean, as soon as possible, and all curricular related updates should happen within the appropriate curricular calendar deadlines. The last opportunity to request a discontinuation and halt admissions must be submitted by APRIL of the year preceding the anticipated program closure to new applicants in order to meet all curricular and catalog deadlines.

The proposal for discontinuation will need to be approved by the following once the Office of UGS receives the Request to Discontinue from the Dean:

a. Department Curriculum Committee
b. College Curriculum Committee
c. UGS Committee (for undergraduate programs) or GS&R Committee (for graduate and credential programs)
d. Curriculum and Research Committee
e. Provost (concentrations and minors)
f. President and Chancellor Office (for full program discontinuation/termination)

Materials to be submitted

☐ Department faculty must vote in a regularly scheduled faculty meeting, with the outcome recorded in the department’s Meeting Minutes. Submit a copy of the Meeting Minutes.

☐ Prepare a memo outlining the following
  o Reason for discontinuation
  o Teach-out plan for current students and timeline to completion
  o Anticipated application to program close date
  o How students will be informed of the change, including a proposed list of students to be informed and the options they will be given.

☐ If courses will need to be inactivated as part of the discontinuation, remember to submit a minor curricular change form to request inactivation.