

Program Closure Process in Brief

Summary	Action(s)
Step 1: Written <u>Preliminary Rationale for Degree Program Closure</u> presented	<p>Originator submits written <u>Preliminary Rationale for Degree Program Closure</u> to program/department faculty, curriculum committee, dean, provost</p> <p>Written notification is given to Office of Admissions and to the Vice Provost for Institutional Excellence and Faculty Advancement.</p> <p>Other offices are notified as recommended</p>
Step 2: Meeting held to discuss <u>Preliminary Rationale</u>	<p>Meeting(s) held with originator and program/department faculty, curriculum committee, dean and provost to discuss <u>Preliminary Rationale</u>; also, to discuss any need to suspend admissions or other process necessary. Originator may continue process by moving to Step 3 or take no further action.</p>
Step 3: <u>Proposal to Close a Degree Program</u> prepared and provided to parties in academic unit	<p>Academic unit review period begins: <u>Proposal to Close Program</u> submitted by originator to program/department faculty, curriculum committee and dean for review and comment.</p>
Step 4: Academic unit review and comment	<p>Academic unit review period: program/department faculty, curriculum committee, and dean review proposal; outside constituencies consulted as needed. Recommendations are prepared for review by all parties.</p>
Step 5: Final Review and Comment Period at the academic unit level	<p>Following the end of the review and comment period, all members of the program and academic unit have 7 days/1 week to review the comments from all parties and make corrections or clarifications as needed.</p>
<i>Alternative 1: All academic unit parties and Provost are in support of Program Closure</i>	
Step 6/Alternative 1: Proposal with all recommendations sent to UAC/GAC and LRPC for review	<p>UAC/GAC review process <u>Proposal to Close Program</u>, particularly as it affects the teaching-out of the program, and provide comments to the Provost, SEB, Unit and Provost. If no issues are present, Program Closure Proposal, with comments, is forwarded to SEB for action</p>

	LRPC reviews Proposal to Close Program, particularly with respect to long term impact on university planning, and provides comment as needed. If no issues are present, Program Closure Proposal, with comments, is forwarded to SEB for action
<p>Step 7/Alternative 1: SEB reviews Degree Program Closure Proposal and comments from UAC/GAC, LRPC and comments, and if there is agreement, recommendation for Program closure is sent to Provost for final action</p> <p>If not, review of proposal is put on Faculty Senate agenda by SEB and their recommendation is sent to the Provost for final action</p>	<p>The SEB reviews the Proposal, the comments, and any other information provided by parties that may be affected by the proposal and who have not been consulted appropriately, if such information is available. If, after review, there is concurrence on program closure from all parties (units, councils, SEB), SEB forwards comments to Provost for final action.</p> <p>HOWEVER, if a compelling issue is discovered in the review, then SEB places review of Proposal to Close Program on Senate Agenda for review by the full Faculty Senate, the results of which are sent to the Provost, who takes final action.</p>
<i>Alternative 2: There is not unanimous agreement among academic unit parties, and/or with the Provost for closure.</i>	
<p>Step 6/Alternative 2: Proposal with all academic unit recommendations and comments sent to UAC/GAC, LRPC and SEB.</p> <p>SEB places request for review of Proposal on Faculty Senate Agenda</p>	<p>UAC/GAC and LRPC review Program Closure Proposal, and forward all comments and recommendations to SEB</p> <p>All recommendations and comments provided to UAC/GAC, LRPC, SEB for review and recommendation and posted for Faculty Senate review</p>
Step 7/Alternative 2: SEB review of Proposal to Close Degree Program and all recommendations and comments from UAC/GAC, and LRPC	SEB provides recommendation and comments on Proposal to Close Degree Program and presents all prior materials for Faculty Senate for consideration
Step 8/Alternative 2: Faculty Senate reviews Proposal to Close Degree Program and all comments and recommendations from prior reviewers	Recommendations and comments from all academic units, UAC/GAC, LRPC, SEB are provided for Faculty Senate Review and recommendation.
Step 9/Alternative 2: Faculty Senate votes on recommendation on Proposal to Close Degree Program	Faculty Senate votes and the result is sent to the Provost by the SEB, along with all prior comments and recommendations. The Provost takes final action.