



## ACADEMIC AFFAIRS GUIDELINES

<b>Section 2:</b>	Academic Programs and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Termination of Programs	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.13	II.B.6	10/2018
<b>Reference:</b>		
<b>Related Form(s):</b>	<a href="#">AAC Form 2.13</a> – Program Termination or Placement on Inactive Status	

### Approval Summary Quick View

Program Termination ► CAO ► Univ. Website ► AAC ► COPS ► BOR

1. A **terminated program** is a program for which a university ceases to have authority to offer. An **inactive program** is a program a university has authority to offer, but the program is not admitting new students and has not formally terminated.
  - 1.1. The university Vice President for Academic Affairs (VPAA) requests the termination of a program by submitting the standard form (“Program Placement on Inactive Status or Termination Form”) to the system Chief Academic Officer.
  - 1.2. Universities proposing the termination of a program with actively enrolled students need to provide a detailed phase-out plan including the specific date of termination, last date a student may enroll in the program, potential cost savings, potential employee terminations, and impact on other programs.
2. The university Vice President for Academic Affairs (VPAA) will review the proposal to terminate a program with the system Chief Academic Officer (CAO).
3. The university Vice President for Academic Affairs places proposals to terminate programs on the university website for review and comment by other Academic Affairs Council (AAC) members. The university Vice President for Academic Affairs will notify the system Chief Academic Officer and Academic Affairs Council members by email when the material is available for review. Academic Affairs Council members will direct their comments to the university Vice President for Academic Affairs and the system Chief Academic Officer.
4. The system Chief Academic Officer places the request on the Academic Affairs Council agenda.
5. Proposals approved by the Academic Affairs Council move to the agenda of the Council of Presidents and Superintendents (COPS).

6. Proposals approved by the Council of Presidents and Superintendents move to the Board of Regents agenda for review and approval.
7. The Enrollment Services Center (ESC) processes approved requests.

**SOURCE:**

AAC December 2015; October 2018 (Clerical).