



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 2:</b>	Academic Programs and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Site Termination	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.15		10/2018
<b>Reference:</b>		
<b>Related Form(s):</b>	<a href="#">AAC Form 2.15</a> – Termination of a Site	

## Approval Summary Quick View

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

1. University’s periodically offer existing undergraduate program or graduate program (including degrees, majors, minors, specializations, and certificates) at sites other than their main campus locations, including but not limited to programs offered online through distance education, at an off-campus location, or at a university center such as those in Sioux Falls, Pierre, or Rapid City.
2. Accreditation requirements such as those of the Higher Learning Commission require the Board of Regents to approve new site requests. As such, the Board of Regents is required to approve the termination of approved sites for programs when a university ceases to offer such programs.
3. Universities proposing the termination of a program site 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.
4. The university Vice President for Academic Affairs (VPAA) will review the proposal to terminate a site with the system Chief Academic Officer (CAO).
5. The university Vice President for Academic Affairs places proposals to terminate site 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.
6. The system Chief Academic Officer places the request on the Academic Affairs Council agenda.
7. Proposals approved by the Academic Affairs Council move to the agenda of the Council of Presidents and Superintendents (COPS).

8. Proposals approved by the Council of Presidents and Superintendents move to the Board of Regents agenda for review and approval.

**SOURCE:**

AAC December 2015; October 2018 (Clerical).