**Academic Program Elimination**

An academic program may be eliminated for many reasons, including change in university or school mission, low enrollments, and lack of resources. The following procedure should be followed in the case of eliminating an academic program.

1. The Dean of the appropriate school or the administrative head of the department in which the program is housed will notify the Chief Academic Officer in writing of the intent to develop a Program Elimination Proposal. The Chief Academic Officer will notify the President.

2. Under the supervision of the administrative head of the department in which the program is housed, a Program Elimination Proposal is developed, which shall include the following:
   
   a. A five-year summary of program enrollments (number of majors and number of graduates), course section enrollments, number of full-time faculty equivalents associated with the program, and budgets.
   
   b. The specific rationale for the elimination of the program including an indication of the campus-wide processes used to reach the recommendation.
   
   c. The relationship of the program elimination to the mission of the university and the school.
   
   d. The impact on other programs on the campus.
   
   e. A plan for the retrenchment or reassignment of faculty.
   
   f. The impact of the program elimination on students.
   
   g. A timetable for the program elimination.

3. The Program Elimination Proposal is submitted to the Chief Academic Officer who forwards the Program Elimination Proposal to the President. The President will take one of the following actions regarding the Program Elimination Proposal:
   
   a. Accept.
   
   b. Return with suggestions for revision.
c. Reject with rationale to substantiate decision.

4. On his acceptance of the Proposal, the President will recommend the Proposal to the Board of Trustees for its review and approval. Program proposals will be considered by the Academic and Student Affairs Committee, who will recommend to the full Board.

5. Notice of final Board approval of program proposals will be transmitted to all parties and offices concerned in the program.