

### **Program Closure Policy (DRAFT)**

Consistent with Article III, Section 2 (Standing Committees) of the Faculty Bylaws describing the Function of the Curriculum Committee, the Curriculum Committee “consider[s] proposals for deletions of degrees and majors and recommend actions on such proposals to the Faculty Senate. (Additions or deletions of degrees and majors must also be approved by the President and the Board of Trustees.)”

Upon approval by the President and the Board of Trustees for deletion of a degree or major, the University will take the following administrative actions:

1. The program or department chair will notify any students remaining in the degree or in the major of the action and their right to complete their major or degree at the University.
2. The Registrar will not allow any new students to declare the major that has been approved for deletion.
3. The Office of Marketing and Communications will remove the degree or major from the UE website by and will give appropriate notice to the public.
4. The Office of Admissions will work with the Office of Marketing and Communications to update affected Admissions publications as soon as feasible and will inform prospective students interested in the degree or major about the program closure.
5. The University will continue to provide classes to students in the degree or major at the time of the program closure approval in order to complete the degree or major. The University will also give affected students the opportunity and support to transfer to another program within the University.

The degree or major will be officially closed only after the currently enrolled students have completed the major or degree, transferred to another program, or left the University. At that point the Registrar will officially close the major or degree.

The major or degree may be re-opened following the same process of approval of new programs, according to the most current Faculty Bylaws.

Drafted: Mark Valenzuela. Dated: February 15, 2017. Updated 2/16/17 (Added Action 2.)

Approved by: \_\_\_\_\_ Dated: \_\_\_\_\_