MEMORANDUM

DATE:    December 23, 2011
TO:       Deans
FROM:      Brenda J. Claiborne  
           Provost and Chief Academic Officer
SUBJECT:   Academic Program Termination
           Inactive Program Notification
Cc:        Provost's Advisory Council
           William Mc Daniel, President
           University Faculty Senate

The procedures for Academic Program Termination are outlined in Florida Board of Governors Regulation 8.012, Academic Program Termination, and Florida Atlantic University Regulation 3.003, Academic Program Termination. The Florida Board of Governors Program Termination Form should be used for this process.

In cases where new enrollments are not being accepted, but there is not an interest in terminating the program, the Florida Board of Governors Inactive Program Notification Form should be used. The Florida Board of Governors Program Reactivation Notification Form is to be used when the program is being reactivated and new enrollments are being accepted.

All these forms are attached and will be maintained on the Provost's website, Memoranda and Policy.
PROGRAM TERMINATION FORM
Board of Governors, State University System of Florida

UNIVERSITY: ____________________________________________

PROGRAM NAME: ____________________________________________

DEGREE LEVEL(S): ________ CIP CODE: ______________
(Ph.D., Ed.D., etc) (Classification of Instructional Programs)

ANTICIPATED TERMINATION DATE: __________________________
(Last date that students will be accepted into program)

ANTICIPATED PHASE-OUT DATE: __________________________
(Last date that data will be submitted for this program)

This is the form to be used for university requests to terminate doctoral degree programs and is recommended for use when terminating other programs. The request should be approved by the University Board of Trustees (UBOT) prior to submission to the Board of Governors, State University System of Florida for approval. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response. In the case of baccalaureate or master’s degree programs, the UBOT may approve termination in accordance with BOG Regulation 8.012 (3), with notification sent to the Board of Governors, Office of Academic and Student Affairs. The issues outlined below should be examined by the UBOT in approving termination.

1. Provide a narrative rationale for the request to terminate the program.

3. Indicate on which campus(es) the program is being offered and the extent to which the proposed termination has had or will have an impact on enrollment, enrollment planning, and/or the reallocation of resources.
INACTIVE PROGRAM NOTIFICATION FORM
Board of Governors, State University System of Florida

UNIVERSITY: ____________________________

PROGRAM NAME: ____________________________

DEGREE LEVEL(S): (BS/BA, MS/MA, S, Ed.D., Ph.D., etc) ____________________________

IS THIS FOR AN ENTIRE CIP CODE (Classification of Instructional Programs)?

IF YES, CIP CODE: ____________________________

IF NO AND FOR MAJOR/TRACK ONLY:

CIP CODE: ____________________________

NAME OF MAJOR/TRACK: ____________________________

TERM DATE FOR INACTIVE STATUS: ____________________________
(First term that no new students will be accepted into the program)

TERM DATE FOR ANTICIPATED REACTIVATION: ____________________________
(Term that new students will again be accepted into the program, if known)

1. Provide a short rationale for inactivation of the program.

2. State what steps have been taken to inform native and, in the case of baccalaureate programs, transfer students from the Florida College System of the intent to halt enrollments?

3. For baccalaureate programs, state if the program needs to be flagged as inactive in the Common Prerequisite Manual and in other articulation tools.

This is the form to be used for the university to notify the Board of Governors, State University System of Florida that an academic degree program has been placed on inactive status and that new enrollments are not being accepted. This action will allow for more accurate data analysis of enrollment and degree productivity, and will initiate any necessary changes to articulation manuals and online search tools.
PROGRAM REACTIVATION NOTIFICATION FORM
Board of Governors, State University System of Florida

UNIVERSITY: ________________________________________________________________

PROGRAM NAME: __________________________________________________________

DEGREE LEVEL(S): (BS/BA, MS/MA, S, Ed.D., Ph.D., etc) ______________________

IS THIS FOR AN ENTIRE CIP CODE (Classification of Instructional Programs)?

IF YES, CIP CODE: ______________________

IF NO AND FOR MAJOR/TRACK ONLY:

CIP CODE: ______________________

NAME OF MAJOR/TRACK: ________________________________________________

TERM DATE FOR ACTIVE STATUS: _________________________________________

TERM DATE OF ORIGINAL INACTIVATION: _________________________________

This is the form to be used for the university to notify the Board of Governors, State University System of Florida that an academic degree program has been reactivated and that new enrollments are now being accepted. This action will allow for more accurate data analysis of enrollment and degree productivity, and will initiate any necessary changes to articulation manuals and online search tools.
8.012 Academic Program Termination

(1) To ensure the efficient use of state resources and maintain the quality and relevancy of academic programs offered within the State University System, programs may be terminated. Reasons for terminating programs may include but are not limited to the following:
   (a) Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the university.
   (b) The program is no longer aligned with the mission or strategic goals of the university, or is no longer aligned with the strategic goals of the Board of Governors.
   (c) The program no longer meets the needs of the citizens of Florida in providing a viable education or occupational objective.

(2) Each University Board of Trustees must adopt policies and procedures for degree program termination, with copies provided to the Board of Governors, Office of Academic and Student Affairs. The policies will include at a minimum:
   (a) A formal process for determining degree programs that are candidates for termination that includes review by the appropriate curriculum, financial, and administrative councils of the university; and
   (b) A plan to accommodate any students or faculty who are currently active in a program that is scheduled to be terminated; and
   (c) A process for evaluation and mitigation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the faculty and students.

(3) Each University Board of Trustees has the responsibility and authority to approve termination of degree programs at the bachelor’s, master’s, advanced master’s, and specialist level in accordance with BOG Regulation 6C-8.012 (1) and subsection (2). Upon termination of a degree program, the university will notify the Board of Governors, Office of Academic and Student Affairs within four weeks of the University Board of Trustees decision.

(4) Each University Board of Trustees has the responsibility and authority to recommend termination of degree programs at the professional and doctoral level to the Board of Governors in accordance with BOG Regulation 6C-8.012 (1) and subsection (2). In its request for termination of a program the university will provide documentation that it has followed its established policies, including those related to faculty affected by program termination, and that there is a plan in place to accommodate any students who are currently active in the program.

Authority: Section 7(d), Art. IX, Fla. Const.; History: New 3-29-07.
Florida Atlantic University

Regulation 3.003  Academic Program Termination

(1) PURPOSE. Florida Board of Governors Regulation 6C-8.012, Academic Program Termination, stipulates that each university Board of Trustees ("BOT") must adopt policies and procedures for degree program termination, with copies to the Board of Governors, Office of Academic and Student Affairs. This policy must include at a minimum:

(A) A formal process for determining degree programs that are candidates for termination that includes review by the appropriate curriculum, financial, and administrative councils of the university.

(B) A plan to accommodate any students or faculty who are currently active in the program that is scheduled to be terminated.

(C) A process for evaluation and mitigation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the faculty and students.

(2) PROCEDURES: ACADEMIC PROGRAM TERMINATION

(A) In 2002, the FAU Board of Trustees approved guidelines and procedures for Departmental Performance Review. Annually, a report containing Departmental Dashboard Indicators is prepared by the Office of Institutional Effectiveness and Analysis ("IEA") providing data on Instruction, Research, Creative and Scholarly Activities, and Service, for each department for the past three years. The Dean of the college shall review this report with the department and submit to the Provost an overall assessment of each department's performance, including an evaluation of whether the department has performed at an acceptable level in instruction, research, and service.

(B) As part of this assessment, Dashboard Indicators may highlight the need for an assessment of the continued viability of a degree program. Indicators may include:

1. Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the university.

2. The program is no longer aligned with the mission or strategic goals of the university, or is no longer aligned with the strategic goals of the Board of Governors.

3. The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.
(C) Based on this assessment, the dean and the department will develop an action plan, as follows:

1. A plan to address the shortcomings of the program and propose concrete measures to be taken over the next year to remedy them.

OR

2. A plan to terminate the program, with concrete proposals to accommodate students and faculty currently in the program. The proposal needs to evaluate and mitigate any potential negative impact of the termination on the current representation of females and ethnic minorities within the faculty and students.

If the plan is the latter option, the termination proposal needs to be analyzed by the appropriate college faculty committee. Upon completion of this review, the Dean shall transmit the request to the University Provost, including at least one hard copy and an electronic version.

(D) The University Provost will assign the request for review by appropriate internal staff (Associate Provosts of Programs, Planning and Budget, and Enrollment Management) and then by the Dean of Graduate Studies if the proposal is a graduate program, and to the Dean of Undergraduate Studies if the proposal is for an undergraduate program. Upon completion of this review, the request will be transmitted to the University Faculty Senate ("UFS").

(E) The appropriate committee(s) of the University Faculty Senate will review the request for academic program termination and provide a recommendation to the UFS for action. Upon completion of this review and action by the UFS, the request will be returned to the University Provost.

(F) The University Provost will provide a final review and, if acceptable, will endorse and transmit the request to the University President for University BOT approval.

(G) Approved requests will be reviewed by the BOT Committee on Academic and Student Affairs. The recommendation of this Committee will be transmitted to the University Board of Trustees for final authorization or recommendation to terminate the academic degree program.

(H) If approved by the BOT, the recommendation to terminate a doctoral or professional degree program will be further transmitted by the Provost to the Board of Governors of the State University System. In its request for termination of a doctoral or professional program the university will provide documentation that it has followed its established policies, including those related to faculty affected by program termination, and that there is a plan in place to accommodate any students who are currently active in the program. In addition, the Board of Trustees has the authority to approve termination of degree programs at the bachelor’s, master’s,
advanced master's, and specialist level. Upon BOT approval to terminate these degree programs, the Provost will notify the Board of Governors, Office of Academic and Student Affairs within four weeks of the University Board of Trustees' decision.

(I) Upon final approval of termination, the Office of the University Provost will notify all interested parties, including the department and college, graduate/undergraduate dean, university faculty governance, the Registrar, community college relations, and admissions and academic advisors on each campus.