MEMORANDUM

DATE: June 4, 2012

TO: Deans

FROM: Brenda J. Claiborne, Provost and Chief Academic Officer

SUBJECT: Academic Program Termination

Inactive Program Notification  
(Supersedes 12/23/11 Memorandum)

Cc: Gitanjali Kaul, Vice President, Strategic Planning and Information Technology
Provost’s Advisory Council
William Mc Daniel, President
University Faculty Senate

(1) PURPOSE: Florida Atlantic University Regulation 3.003, Academic Program Termination, stipulates that the FAU Board of Trustees ("BOT") shall ensure that university policies and procedures for degree program termination are consistent with the Florida Board of Governors ("BOG") Regulation 8.012, Academic Program Termination. The BOG Regulation indicates that these policies will include at a minimum:

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

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

(C) A process for evaluation and mitigation of 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 DEGREE PROGRAM TERMINATION

(A) The deans, in consultation with the chairs/directors, the faculty and the Provost, are responsible for the annual assessment of the continued viability of existing academic degree programs. Data available for this assessment include, but are not limited to, the Annual
Departmental Performance Reviews, the Academic Program Reviews conducted every seven years, and a review of degree productivity over a five year period based on criteria established by the Florida BOG and the Council of Academic Vice Presidents ("CAVP").

(B) Indicators of the lack of continued viability of an academic degree program may include:
   a. Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment;
   b. The program duplicates other offerings at the university;
   c. The five year degree productivity falls below the threshold criteria established by the Florida BOG and the CAVP (<30 Bachelors; <20 Masters; <15 Doctorate; <20 Other);
   d. 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 BOG;
   e. The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.

(C) A plan to terminate a program needs to be developed by the dean, in consultation with the chair/director and the faculty, with concrete proposals to accommodate students and faculty currently in the program. The Florida BOG Program Termination Form should be used for this process. If a degree program is offered by more than one college, then both deans and colleges need to be involved at this stage and with the following procedures.

(D) The dean or designee will review the SACS policies on substantive change and prepare a written teach-out plan following SACS guidelines (FAU SACS Substantive Change Notification/Transmittal Form, SACS Procedure Three, Academic Program Termination).

(E) The dean or designee will submit the proposals for review by the appropriate college committees as designated by college bylaws (i.e., college curriculum committee; college faculty assembly).

(F) The dean will submit the written plan to terminate the program with the required Florida BOG forms, the teach-out plan required by SACS (FAU SACS Substantive Change Notification/Transmittal Form, SACS Procedure Three, Academic Program Termination), and the recommendations of the college committees, to the Provost. The Provost will request a review of the proposal by appropriate internal staff (Associate Provosts of Personnel and Programs, Associate Provost of Assessment and instruction) and then by the Dean of the Graduate College if the proposal is a graduate program, or the Dean of Undergraduate Studies if the proposal is an undergraduate program. The Provost will also send the written proposals to the Vice President for Strategic Planning and Information Technology, as the SACS liaison.

(G) If the Provost does not agree with the proposal to terminate the academic degree program, it will be referred back to the dean to develop a plan to address the shortcomings of the program and propose concrete measures to be taken over the next year to remedy them. The dean will submit a follow-up report on the program to the Provost at the end of the next academic year.

(H) If the Provost concurs with the proposal to terminate the academic degree program, the proposal will be forwarded to the University Faculty Senate ("UFS") for review by the Undergraduate Curriculum Committee or the Graduate Curriculum Committee. Following the Constitution and Bylaws of the UFS, the proposal will be reviewed by the UFS Steering Committee and the UFS. The recommendations of the UFS will be sent to the Provost.

(I) The Provost will provide a final review and, if acceptable, present the proposal to the BOT Committee on Academic and Student Affairs ("CASA") for approval.

(J) If CASA votes to approve the termination, the decision will be transmitted to the FAU BOT for action.
(K) The FAU BOT has the authority to approve termination of degree programs at the bachelor’s, master’s, and specialist level. Within four weeks of the BOT approval to terminate these programs, the Provost or designee will notify the Florida BOG, Office of Academic and Student Affairs, of the BOT’s decision to terminate a program.

(L) The FAU BOT has the authority to recommend the termination of doctoral and professional academic programs to the Florida BOG. If termination is approved by the BOT, the Provost will submit the recommendation to the Florida BOG for final action.

(M) Once written documentation has been received from the Florida BOG Office of Academic and Student Affairs that the academic degree program has been removed from the Florida State University System (“SUS”) Academic Degree Inventory, this documentation will be transmitted by the Provost or designee to the Vice President of Strategic Planning and Information Technology, the Dean, and the President of University Faculty Senate.

(3) PROCEDURES: INACTIVE PROGRAM NOTIFICATION

(A) The review of the academic degree program as conducted in (2) (A) above may indicate the need to place a program on inactive status. The indicators for placing a program on inactive status are similar to the indicators considered for academic degree termination but inactive status may be recommended if there is an interest in retaining the program. No new enrollments will be accepted into a program that is placed on inactive status.

(B) A plan to place an academic degree program on inactive status needs to be developed by the dean, in consultation with the chair/director, the faculty and the Provost, with concrete proposals to accommodate students and faculty currently in the program. The Florida BOG Inactive Program Notification Form should be used for this process.

(C) The dean will submit the written plan to the Provost for review.

(D) If the Provost concurs with the recommendation, the CASA of the BOT and the President of the UFS will be informed.

(E) The Provost or designee will send the approved Inactive Program Notification Form to the Florida BOG Office of Academic and Student Affairs.
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)

OFFICIAL TERMINATION DATE: ________________________________________
(Last date that students will be accepted into program)

OFFICIAL 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.
2. 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.

3. Provide an explanation of the manner in which the University intends to accommodate any students or faculty who are currently active in the program scheduled to be terminated. State what steps have been taken to inform students and faculty of the intent to terminate the program?

4. Provide data (and cite source) on the gender and racial distribution of students and faculty. For faculty also list the rank and tenure status of all affected individuals.

5. Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.
Signature of Requestor/Initiator

Signature of Campus EO Officer

Signature of College Dean

Signature of President or Vice President for Academic Affairs

Date Approved by the University Board of Trustees

Signature of Chair, Board of Trustees

REVISED 05/2012
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: ________________________________

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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.
SACS Procedure Three
Academic Program Termination (2 pages)

PROGRAM NAME: ____________________ DEGREE LEVEL(S): ____________
(Bach., Master’s, Ph.D., Ed.D., etc)

Anticipated termination date: __________ Date of BOT approval: __________

Please review the options below, select the option that applies, and attach the required information to this form.

_____1. There are no students currently enrolled in the program.

_____2. FAU teaches out currently enrolled students, no longer admits students to programs, and terminates the program. (Teach-out plan required, see attached details.)
Number of students currently enrolled in the program: ____________________

_____3. FAU will enter into a contract for another institution to teach out the educational programs or program. (Teach-out agreement required, see attached details.)

(Please note: Teach-out Plans/Agreements must be approved by SACSCOC prior to implementation.)

If students are enrolled in the program, provide the status of these students and expected time to program completion:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Signature: University Provost (or designee) Date

Signature: SACS Accreditation Liaison Date

Submitted to SACS by: ____________________ Date: ____________
Additional Information/Guidelines

Per SACS’ policy statement on closures of programs, sites or campuses, (“Substantive Change for Accredited Institutions of the Commission on Colleges,” edited August, 18, 2011), please note the following components that must be provided as part of a “Teach-out Plan” or “Teach-out Agreement.”

Teach-out Plan:
“A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution’s accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure;
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;
3. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense;
4. Signed copies of teach-out agreements with other institutions, if any;
5. How faculty and staff will be redeployed or helped to find new employment.”

Teach-out Agreement:
“A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides fifty percent or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

For approval by SACSCOC, the agreement must be between institutions that are accredited by a nationally recognized accrediting agency, be consistent with applicable standards in the Principles of Accreditation and with SACSCOC policies, and provide for the equitable treatment of students by ensuring that:

1. The teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the closed institution; and
2. The teach-out institution demonstrates that it can provide students access to the program(s) and services without requiring them to move or travel substantial distances.”

Form prepared: April 2012
Office of the SACS Accreditation Liaison/
VP for Strategic Planning & OIT
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.