



POLICY AND PROCEDURE

TITLE:	Academic Program Closures
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POLICY STATEMENT:

The University may decide to discontinue an academic program for educational reasons, strategic realignment, resource allocation, budget constraints, or combinations of educational strategies and financial reasons. A decision to close a program is made only after careful analysis and consideration. Furthermore, every effort is made to support affected students, faculty and staff in a timely and thoughtful manner. All decisions ensure that the University remains in compliance with state, regional and programmatic accreditation requirements.

PROCEDURE DETAILS:

- The process (Appendix A) begins when the Provost and Dean of Faculty gives a formal written request, including the rationale for closing the academic program to the President.
- After consulting with the President, the Provost and Dean of Faculty will place the request on the agenda of the Cabinet for consideration.
- To prepare for that meeting, the Office of Institutional Effectiveness, in collaboration with the Finance Department, will provide the committee with additional data including:
 - Actual and projected revenues and costs of the program determined in consultation with the business office
 - Potential cost savings or losses from elimination of the program
 - The program's contribution to the University's fiscal health
 - Performance data related to program trends and projections including enrollment, retention, completion, job placement and impact on other programs, as well as student/faculty ratios, IOTA data or other programs, student satisfaction surveys, cost/benefit analysis and ability to generate income
- The Cabinet will consider the request and the additional information using the following criteria:
 - The importance of the program to the mission of the University
 - Students' reviews of the program
 - Role of the program in the University strategic plan and the related academic plan
 - Ability of the program to enhance the campus reputation
 - Excellence of the program or its promise for future excellence in teaching, research and service to the community
 - Cost of investing in the program to achieve and maintain excellence
 - Uniqueness of the program to the state and region
 - Marketplace demand for the program
 - Program's contribution to diversity

- Program's role in supporting other key programs
- The Cabinet will either make a recommendation to retain the program or to proceed with closing the program. The President makes the final decision.
 - The Provost and Dean of Faculty also presents the President's decision at the Board of Trustees Academic Affairs Committee, which in turn informs the Board of Trustees.
 - Provost and Dean of Faculty also informs the Tier I Academic Affairs Committee as well as Faculty Senate as part of ongoing communication.
- The Provost and Dean of Faculty, Deans, Human Resources and the Office of Institutional Effectiveness work together to ensure that:
 - All internal and external stakeholders are notified
 - A Teach Out Plan Guidelines is written and implemented
 - Appropriate reassignment or termination of faculty and staff is achieved

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- UNIVERSITY CATALOG
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

DEFINITIONS:

N/A

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academics including Registrar's Office
 Office of Institutional Effectiveness
 Finance Department

HISTORY: The Program Development and Evaluation Committee reviewed the policy 6/28/17. The policy will be reviewed by Deans, Academic Affairs, Cabinet and the BOT this summer.
 Policy Reviewed October 2019. Updated with new logo and university January 2020.

EFFECTIVE DATE:	06/28/2017
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	Annually

APPENDIX:**Appendix A: Teach Out Plan Guidelines**

1. Once a program has gone through program evaluation and a decision is reached to close the program OIE notifies the Office of Higher Education (i.e., check the State website for the most current form). OIE notifies NECHE.
 - a. Add state's time requirements
2. Program Director notifies Specialized Programmatic Accreditation Agency and copies OIE.
3. Program Director notifies appropriate staff (e.g., admissions, registrar, finance, accounting, advising, communications, library, etc.) all students and faculty in writing. Vice President of Human Resources and Provost and Dean of Faculty reviews communication.
4. Notification of Closure includes:
 - o Dates of termination
 - o Reasons for program closure
 - o Explanation of the impact program closure will have on the students and how students will be helped to complete their program of study with minimal disruption (e.g. every effort will be made to accommodate student needs within a reasonable time frame. If a student is in continual enrollment, the University will continue to offer all the necessary courses for his/her graduation prior to program

closure. The termination of the program should be phased over a reasonable length of time. After the decision to close the program, no new students will be admitted without consultation of the Provost and Dean of Faculty and the President.)

- Explanation of expected costs related to the program closure
- Arrangements for reassignment of faculty and staff or assistance in locating other employment
- Method of notifying faculty, staff, and the University community about program termination.
- Students sign program closing acknowledgement letter and advisor uploads the letter to the student's electronic record
- Notice will also be given to all clinical and/or internship sites in accordance with the termination terms outlined in their respective Affiliation Agreements.
- Notice will also be given to the program advisory board members, and thanking them for their service