



# UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
	Degree/Major Program Termination	01/2009	
<b>Responsible Unit/Division:</b> Academic Affairs			
<input checked="" type="checkbox"/> New Policy Proposal <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

## I. OBJECTIVE & PURPOSE

This policy establishes the process that will be used to terminate a degree/major program at the University of North Florida. Pursuant to the Board of Governors regulation 6C-8.012 *Academic Program Termination* the process for terminating programs must include:

- 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;
- A plan to accommodate any students or faculty who are currently active in a program that is scheduled to be terminated; and
- 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.

## II. STATEMENT OF POLICY

To ensure the efficient use of resources and maintain the quality and relevancy of academic programs offered at the University of North Florida, programs may be terminated. Reasons for termination of a program are not limited to but may include any or all of the following:

- Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the university;
- The program is no longer aligned with the mission or strategic goals of the department, college, or university;
- The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.

Student Accommodation: All active students admitted into the degree program that is considered for termination will be allowed to complete the degree program. Newly admitted students will be asked to select a different major. Once a student breaks continuous enrollment he/she will no longer be considered an active student and will need to select a new major when re-admitted.

Faculty Accommodation: Pursuant to the BOT-UFF Collective Bargaining Agreement Article 33 *Layoff and Recall*, a layoff may occur as a result of the termination of a degree/major program. The University Administration and the Board of Trustees shall make a reasonable effort to locate appropriate alternate or equivalent employment for laid-off faculty members within the University and to make known the results of the effort to the person affected.

### III. STATEMENT OF PROCEDURES

#### **Definitions**

Program termination: The University will no longer be authorized to offer the degree program. Students currently enrolled in the program will be allowed to complete the program provided continuous enrollment is maintained.

#### **Procedures**

Programs may be identified as candidates for termination through the Academic Program Review process or the Academic Affairs Strategic Budget Council. Once a recommendation to terminate a degree program has been issued, the appropriate academic unit must submit a Degree Program Termination Proposal. The proposal should be reviewed and approved by the appropriate college curriculum committee. Once approved, the proposal is submitted to Academic Affairs for review and approval. Approved proposals will be forwarded to the Academic Affairs Strategic Budget Council.

Upon approval of the college curriculum committee, Academic Affairs, and the Academic Affairs Strategic Budget Council the appropriate academic unit will submit an APC-3 along with the approved Degree Program Termination Proposal to the Faculty Association Academic Programs Committee (APC).

Upon approval the APC committee will add the item to the Faculty Association legislative agenda for consideration. If the Faculty Association approves the request,

the request is forwarded to the Provost and President for review and approval. Upon approval, the request is submitted to the Educational Policy Committee for review and approval. Once approved, the request is provided to the full Board of Trustees for review and approval. For all degree programs, excluding the doctorate, the Board of Governors will be notified if the Board of Trustees approves the termination. For doctoral degrees, the Board of Trustees will forward a recommendation of termination to the Board of Governors.

#### **IV. DEGREE PROGRAM TERMINATION PROPOSAL GUIDELINES**

1. Program title.
2. Department/School and College responsible for administering the program.
3. Identify the proposed effective semester.
4. Provide a rationale for the program termination.
5. Provide a plan to accommodate any students or faculty who are currently active in the program that is recommended to be terminated.
6. Discuss the 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.
7. Discuss the potential impact on other academic programs, existing articulation agreements, and community needs.