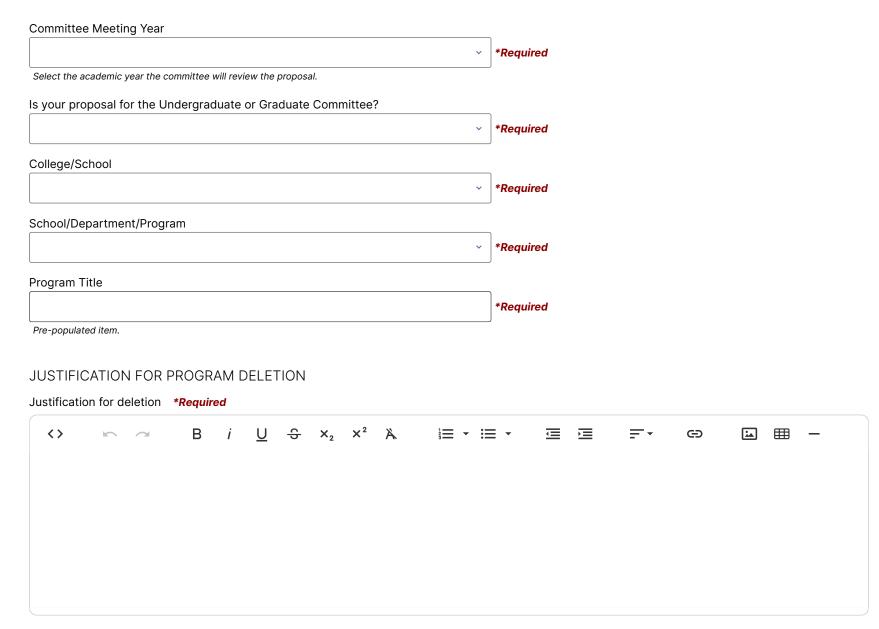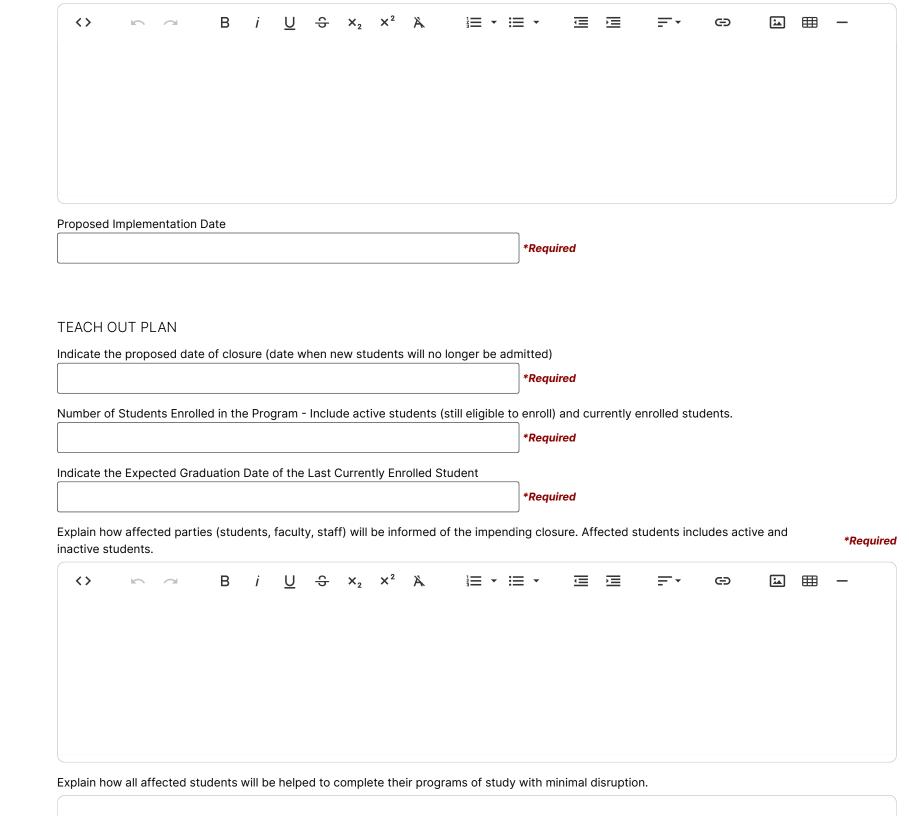## DELETE PROGRAM FORM

NOTICE: All fields marked as *Required must be completed before you can SAVE the form.
For one-on-one guidance of completing this form, contact curriculum@utrgv.edu and visit the Office of Curriculum and Institutional Assessment website.

Committee Meeting Year

| ⌄ | *Required* |

Select the academic year the committee will review the proposal.

Is your proposal for the Undergraduate or Graduate Committee?

| ⌄ | *Required* |

College/School

| ⌄ | *Required* |

School/Department/Program

| ⌄ | *Required* |

Program Title

| | *Required* |

Pre-populated item.

JUSTIFICATION FOR PROGRAM DELETION

Justification for deletion   *Required*

Describe the impact on other programs/departments (curriculum, financial, staff, space) and how the proposal was approved through the college's applicable governance processes.

[Rich text editor toolbar: code, undo, redo, Bold, italic, Underline, strikethrough, subscript, superscript, clear formatting, numbered list, bulleted list, decrease indent, increase indent, align, link, image, table, horizontal rule]

Proposed Implementation Date

[text input field] *Required*

TEACH OUT PLAN

Indicate the proposed date of closure (date when new students will no longer be admitted)

[text input field] *Required*

Number of Students Enrolled in the Program - Include active students (still eligible to enroll) and currently enrolled students.

[text input field] *Required*

Indicate the Expected Graduation Date of the Last Currently Enrolled Student

[text input field] *Required*

Explain how affected parties (students, faculty, staff) will be informed of the impending closure. Affected students includes active and inactive students. *Required*

[Rich text editor toolbar: code, undo, redo, Bold, italic, Underline, strikethrough, subscript, superscript, clear formatting, numbered list, bulleted list, decrease indent, increase indent, align, link, image, table, horizontal rule]

Explain how all affected students will be helped to complete their programs of study with minimal disruption.

Indicate whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.

Explain how faculty and staff will be redeployed or helped to find new employment.

Attach: (a) draft communication to all affected students and (b) copies of signed teach-out agreements with other institutions, if applicable.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Provide evidence of communication with impacted departments and evidence that the request has been approved by the School/Department/Program Committee and/or College Committee (all applicable)

Evidence provided should make it clear that faculty governance processes have been followed. Evidence includes committee meeting minutes, an online vote among committee members, memos from curriculum committee chairs, etc. Some departments have disciplinary committees instead of department committees. In such cases, evidence of approval through the disciplinary committees should be provided. This evidence can be attached at any level in the workflow by the submitter, department chair or dean. There is no department committee option in the workflow; dept chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. <u>*Relevant Policies:*</u> *UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.*

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv