

## **Termination of Program Approval Process**

To terminate (or sunset) a degree program, the following steps must be followed:

1. Termination (or sunset) of a program needs to be approved by the faculty of the department administering the program before it is brought for the approval of the corresponding dean.
2. Termination (or sunset) of an undergraduate degree needs to be approved by CUE. The proposing unit must provide written rationale for the proposed action.

### **OR**

Termination (or sunset) of a graduate degree needs to be approved by CGE. The proposing unit must provide written rationale for the proposed action.

3. Following the approval of CUE or CGE, the issue is brought for discussion and approval at the Faculty Senate.
4. The decision of the Faculty Senate is communicated to the Provost for his/her approval.
5. When the Provost approves a degree termination, a recommendation is made to the Board of Trustees for their approval.
6. Upon approval of the Board of Trustees (BoT) to terminate a program a resolution to that effect is formally passed and signed.
7. The Office of the Provost submits to the Academic Issues Committee the rationale for the degree termination along with the BoT resolution.
8. When, with the approval of the Provost, a decision is made to sunset a program there is no action at the BoT level nor AIC notification.
9. A program which is sunset for a period of four years needs to be reexamined and a decision to either revive or terminate the program must be made. When the decision is to terminate the program, steps 5 – 8 need to be followed.