Undergraduate Program Deletion Form

|  |  |  |  |
| --- | --- | --- | --- |
| Department: |       | Date: |       |
| Check the type of program to be deleted. |
| [ ]  | **Degree program** |
| [ ]  | **Certificate program**  |
| [ ]  | **Concentration, emphasis, option, or track in a program** |
| [ ]  | **Minor program** |
| Bulletin title of program (brief): |       |
| **Complete and attach ADHE form LON-5.** |
| **Are any of the prerequisites or requirements of the program to be deleted offered by another department?** |  |  |
| If YES, attach a signed letter from each department’s chair describing the impact on the department. |

|  |
| --- |
| Recommended by Department and College (action required) |
| 1. |  |  | 2. |  |  |  |
|  | Department Curriculum Committee | Date |  | Department Chair | Date |  |
| 3. |  |  | 4. |  |  |  |
|  | College Curriculum & Assessment Committee | Date |  | College Dean | Date |  |

|  |
| --- |
| Recognized by University Councils (information only) |
| Is this a teacher education program or option? |  | 5. |  |  |  |
| If YES, must be reviewed by the Professional Education Council. |  | Professional Education Council | Date |  |
| 6. |  |  | 7. |  |  |  |
|  | Undergraduate Council | Date |  | Council of Deans | Date |  |
| Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term. |

|  |  |
| --- | --- |
| Approved by |  |
| 8. |  |  | 9. |  |  |  |
|  | Provost | Date |  | President | Date |  |
| The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB. |
| 10. | Notification to Board of Trustees |  | 11. | Notification to AHECB |  |  |
|  |  | Date |  | Date |  |
| The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works. | Removed from Bulletin by |  |  |
| 12. |  |  |  |
|  | Office of the Provost | Date |  |
| Ended in Banner by | Ended in Degree Works by |
| 13. |  |  | 14. |  |  |  |
|  | Office of the Provost | Date |  | Office of the Registrar | Date |  |
| The Registrar returns the copy, signed, to the Office of the Provost. The Office of the Provost sends a copy to the originating department. |