Undergraduate Program Deletion Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Department: | |  | | Date: | |  | |
| Check the type of program to be deleted. | | | | | | | |
|  | **Degree program** | | | | | | |
|  | **Certificate program** | | | | | | |
|  | **Concentration, emphasis, or track in a program** | | | | | | |
|  | **Minor program** | | | | | | |
| Bulletin title of program (brief): | | |  | | | | |
| **Complete and attach the appropriate ADHE Attachment (E1 Degree/Certificate program; E2 Concentration; E3 Minor program)** | | | | | | | |
| **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. | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | | | |