Graduate Program Deletion/Inactivation Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Department or School: | |  | | Date: |  | | |
| Check the proposed action. | | | | | | | |
|  | **Delete a degree or certificate program** (Attach ADHE LON Attachment E1) | | | | | | |
|  | **Delete a concentration, emphasis, or track in a program** (Attach ADHE LON Attachment E2) | | | | | | |
|  | **Inactivate a degree or certificate program** (Attach ADHE LON Attachment F) | | | | | | |
|  | A program can be in Inactive Status for a maximum of 5 years. After 5 years, the program will be deleted. | | | | | | |
| Bulletin title of program: | | |  | | | | |
| Are any of the prerequisites or requirements of the program to be deleted offered by another department? | | | | | |  |  |
| If YES, attach correspondence from each department’s chair describing the impact of the deletion 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 |  |

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| Recognized by University Councils (information only) | | | | | | | | |
| Is this a teacher education program or option? | | |  |  | | | | |
| If YES, it must be reviewed by the Professional Education Council and approval from the Division of Elementary and Secondary Education attached. | | | | | | | | |
| 5. |  |  | | 6. | | **DESE Approval (if required)** |  |  |
|  | Professional Education Council | Date | |  | |  | Date |  |
| 7. |  |  | | | 8. |  |  |  |
|  | Graduate 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 | | | |  | | | | |
| 9. |  | |  | 10. |  | |  |  |
|  | Provost | | Date |  | President | | Date |  |
| The Office of the Provost sends all required documentation to the UCA Board of Trustees and the AHECB. The approval process is not complete until the notification has appeared in an AHECB meeting agenda. | | | | | | | | |
| 11. | Notification to Board of Trustees |  | | 12. | Notification to AHECB |  | |  |
|  |  | Date | |  | | Date | |  |
|  | | | | Removed from Bulletin by | |  | |  |
| 13. |  |  | |  |
|  | Office of the Provost | Date | |  |
| The Office of the Provost retains a copy and sends the original to the Office of the Registrar for changes in Banner and Degree Works. The Office of the Registrar sends the signed original to the Graduate School for changes in Degree Works. | | | | | | | | |
| Ended in Banner by | | | | Ended in Degree Works by | | | | |
| 14. |  | |  | 15. |  | |  |  |
|  | Office of the Registrar | | Date |  | Graduate School | | Date |  |
| The Graduate School retains the original and sends a copy to the originating department. | | | | | | | | |