

Deletion of Programs

About Format 4 for Program Deletion

Program deletions require approval at the level of the UA Board of Regents as stipulated by UA Regulation 10.04.02. An example of the use of Format 4 may be found online at:

http://www.ua.edu/files/uafgov/faculty/curriculum_review09-10/spr-10-curriculum.html See #99-UPCh. – Deletion of the B.S. in Statistics.

Submit Format 4 to:

Faculty Senate Office:

312B Signers' Hall

Box 7500

Email an electronic copy (with scanned signatures) to jbharvie@alaska.edu



WHAT IS THE APPROVAL PROCESS FOR DELETING A PROGRAM?

This process applies to requests for program deletion which originate from a department within a school or college. The program deletion is signed off by the appropriate department head, curriculum council chair and dean, then is sent forward to the Faculty Senate Office. Following review and approval by the appropriate Faculty Senate curriculum review committee and the Curricular Affairs Committee, the program request is submitted to the Administrative Committee for inclusion in the Faculty Senate's agenda. After Faculty Senate approval, the program deletion is signed off by the UAF Chancellor. The Provost takes the MAU-approved deletion to the System Academic Council and then it is forwarded to the UA Board of Regents for final approval. Notice is sent to the NWCCU.



WHAT IS THE PROCESS FOR DELETING A PROGRAM AS A RESULT OF THE FORMAL PROGRAM REVIEW PROCESS?

The process of program deletion as a result of the formal program review process is different than a deletion that originates from a department or program. As of August 2016, the process is under discussion and this section will be updated during the fall 2016 semester. 08/24/2016

DELETION OF PROGRAM REQUEST
(UA Regulation 10.04.02)

(Please number the pages and include a table of contents if the request is lengthy.)

I. Cover Memorandum should include:

- A. Name of person preparing request
- B. Reasons for requesting deletion of program
- C. Relation of program to other programs in the local unit and system
Summarize the effects of the program deletion. For example, will deletion of the program cause other programs to have to alter their requirements as they utilize courses offered by the elected program.
- D. Summarize effects on personnel directly involved with the program
- E. Summarize effects deletion of program will have on budget of department
- F. Provide information on current student enrollment in program or courses
If the program currently has declared majors, supply provisions for phasing out program. Provide information on transfer possibilities within the system, if any.

II. Background Information

A copy of the original instructional program request, if available, or equivalent information should be submitted.

If no formal presentation of program approval was made, the following information should be submitted:

- 1. Identification of Program: Should include a brief description of the program and its goals
- 2. Enrollment Information: Past and present enrollment statistics should be included
- 3. Resource Requirements of Program: Should include personnel costs as well as support service costs and space requirements

III. Approval Signature Blocks provided for:

Department Head
Curriculum Council Chair
Dean
Dean of Graduate School (if graduate request)
President, UAF Faculty Senate
Chancellor
President
Board of Regents

IV. Provide an executive summary of about one page for inclusion in the Board of Regents committee agenda.