

Academic Program Closure Procedures

- A. When a department/school considers closing a graduate or undergraduate academic degree or university conferred certificate program, program leaders prepare a written response to each of these questions:
1. What is the compelling reason for closure?
 2. What evidence supports the rationale (e.g. enrollment, financial, staffing, external review recommendations, market fluctuations, etc.)?
 3. What are the timelines and projected enrollment patterns regarding the closure?
 4. How will provision be made for remaining students to complete the program after closing date?
 5. What impact will decreased revenue resulting from the closure have on the department, school and university budgets, and how will the impact be addressed?
 6. What impact will the closure have on faculty, staff and/or GA positions, and how will this impact be addressed?
 7. What impact will the closure have on facilities/labs, and how will this impact be addressed?
- B. The dean submits the report to the provost who will submit the report to Academic Council, ask associate vice-presidents responsible for budget, enrollment management, accreditation and laboratories to review and provide feedback on the proposal.
- C. If the provost believes that the proposal should move forward, the dean will review the proposal with Office of Planning and Budget personnel. Otherwise, the provost will discuss with the dean other ways to address programmatic issues.
- D. If the program is to close, the provost will notify AAVPs, Registrar, Institutional Research, Office of Planning/Budget and other offices relevant to that program. The university accreditation officer (associate provost for academic affairs) will notify Middle States and the Pennsylvania Department of Education.