

Effective Date 12/2020

Program Closure Process

This document outlines the process for Florida Tech academic units to discontinue an academic program (degrees, majors, minors, for-credit certificate programs).

Memo

The academic unit, in consultation with the appropriate Dean, should prepare a brief memo requesting the discontinuation of an academic program. The memo should address the following:

- A description of the rationale for the discontinuation of the program
- Five years of enrollment and graduation trend information for the program
- List of faculty (full- and part-time) that teach in the program
- GSAs that support the program
- Administrative staff that support the program
- Operating budget total for the program and any associated non-tuition revenues
- List of capital committed to the program (lab equipment, vehicles, library resources, etc.)
- Date when students will no longer be admitted to the program
- A teach out plan for currently enrolled students

The memo should be accompanied by a “Program Closure Form” with signatures from the department head and college Dean’s office.

Approval Process

The academic unit head should forward the memo and form to the appropriate curriculum committee, UGCC or Grad Council. The committee will review the memo and forward a recommendation to the Provost. The Provost will review the request for program discontinuation in the context of the university’s mission; impact on students, staff, and faculty; impact on the university curriculum; and any financial implications. Program closures with significant financial implications must also be approved by the CFO. The memo and form will then be sent to the accreditation liaison who will determine if the closure rises to the level of a SACSCOC substantive change. If so, the accreditation liaison will work with the academic unit to prepare that notification and coordinate its submission and request for approval to SACSCOC. A program continues to be active until approval is received from SACSCOC.

Other Administrative Processes

Once a program is notified that SACSCOC has approved the program closure, the SACSCOC liaison will provide that notification to the office of admissions, the registrar’s office, marketing, the academic unit, the college Dean, and the office of the Provost.

Signature Page for approval of program discontinuation:

_____ Department Head/Program Chair	_____ Date
_____ Dean or Associate Dean	_____ Date
_____ UGCC or Grad Council Recommendation	_____ Date
_____ Provost	_____ Date
_____ Chief Financial Officer (if needed)	_____ Date
_____ Accreditation Liaison	_____ Date
_____ SACSCOC Approval (if needed)	_____ Date