

Program Discontinuation Procedures

 provost.iastate.edu/academic-programs/program-discontinuation

The following material describes the procedures to obtain approval to discontinue an existing program. In general, the same faculty and administrative procedures that are established for program approval are repeated. A recommendation for discontinuation of a program should be reviewed through both faculty and administrative channels. In every instance, the proposal for discontinuation must be presented to the departmental faculty and administration or appropriate interdepartmental group.

A recommendation for discontinuation may be made by the academic department or program committee, college curriculum committee or college administration, Faculty Senate Curriculum Committee, Central Administration, or Board of Regents. Regardless of where the recommendation originates, there must be opportunity for faculty and administrative review at all levels (department, college, and university).

The completed proposal to discontinue a program should be made available for review and approval in an electronic form.

The Proposal for Discontinuation

Form (DOC, 28KB)

The proposal for discontinuation should include the following information:

1. Name of administrator, department or group originating the proposal. Include the name of contact person(s).
2. Name of the program.
3. Name of the department(s) which administers the program.
4. Rationale for discontinuation.
5. Availability of similar programs at other Regent's institutions.
6. Enrollment data for current and previous four years.
7. Information required by the Board of Regents:
 - A survey of students currently enrolled in a program to determine the impact of the discontinuance on their academic plans. The survey should attempt to identify students who wish (i) to complete the program; (ii) to transfer to other programs at the same institution; and (iii) to leave the institution.
 - On the basis of the data collected, a projection of faculty and staff needed to accommodate student needs in order to maintain program quality, and both a time frame for, and the costs of, program phase-out.
 - A description of the amount of money, if any, that would become available for redirection under the institution's strategic plan as a result of the discontinuance of a program.

- A description of the impact the discontinuance will have on other programs offered by and the overall mission of the institution.
- A description of the impact on minorities and on women.
- A description of the potential faculty and staff reductions or reassignments that would result from the discontinuance.
- A description of how existing facilities and equipment freed by the discontinuance would be utilized.

Review Process

1. Departmental/interdepartmental Review. The departmental faculty and administrator or appropriate interdepartmental group must have the opportunity to review the proposal. If the proposal originates at the department or program level, the appropriate administrator, generally the department chair, is responsible for consulting with the college dean concerning administrative support for the proposed action. If the recommendation for discontinuation originates at the college or university level, the proposers are responsible for the development of the proposal and its presentation to the appropriate faculty. If the Board initiates the study, it will provide a statement of the reasons the particular program was selected for possible discontinuance.

If, after review of the proposal, the departmental faculty and administration are in agreement on the action to be recommended, the proposal, supporting material, and recommendation is transmitted to the appropriate college level committee(s) and administrator(s). If the departmental faculty and administration are not in agreement, separate recommendations and rationales should be sent forward.

An expression of views in the name of the faculty group not concurring with the departmental recommendation may also be forwarded. Such a report will become part of the material forwarded for succeeding reviews.

2. College Level Review. Faculty review at the college level is conducted by the college curriculum committee and the college faculty or representative body. Administrative review at the college level is conducted by the dean's cabinet or executive committee. A method should exist through which the viewpoints of the college committee and the college administration can be exchanged during the review process.

For graduate programs administered by a single department, reviews are conducted by both the academic college and the graduate college curriculum committees, faculties, and administrative groups. For graduate programs, majors, and minors that involve multiple departments and/or colleges, reviews are conducted by the supervisory committees involved, the academic and graduate college curriculum committees, faculties, the Graduate Council, and administrative groups.

The results of departmental and college reviews and supporting information, including a statement from the college(s) administration, are then presented with all recommendations concerning the program to the Faculty Senate Curriculum Committee (FSCC).

3. University Level Review. University level review is conducted by the Faculty Senate Curriculum Committee. The FSCC passes its report to the Faculty Senate Academic Affairs Council for submission to the Faculty Senate. By virtue of its authority over curriculum affairs, the Faculty Senate will formally act on the recommendations for discontinuance. The results of all reviews, supporting information, and senate action are then presented to the Senior Vice President and Provost.

4. Regents Review. The Regents level review is conducted by the Interinstitutional Committee and the Board of Regents.

May 2003