**Sample Letters to Students re: Program/Certificate Discontinuation**

When an academic program or certificate is being discontinued, active students must be notified. This document contains sample letters to students notifying them of the academic term of the discontinuation and contact information to discuss options to continue or transfer to a different program.

***Sample student letter – continue in program/certificate until final term***

{{Date}}

{{Student Name}}

{{Address}}

{{City, State, Zip}}

Dear {{Student Name}}:

 Florida SouthWestern State College, with the involvement of the {{name of program or certificate}} administration, faculty, staff and advisory committee, has decided to inactivate the {{AS, CCC, and/or PSAV}} {{degree/vocational}} program. The program inactivation will be effective with the {{fall/spring/summer}} term {{year}}.

 The {{name of program/certificate}} will be closed to any new student enrollment effective {{fall/spring/summer}} term {{year}}. You will be permitted to continue in the program; however, you must complete all required course work by the {fall/spring/summer}} term {{year}}. After this date, no further course work in this program of study will be offered. You should contact your Program Director {{program manager’s name}} or academic advisor {{academic advisor’s name}} as soon as possible to be sure that your records are correct and up to date. They will be able to advise you in more detail and make suggestions concerning future academic and career decisions.

Sincerely,

{{Your Name}}

{{Title}}

***Sample student letter – transfer into different program***

{{Date}}

{{Student Name}}

{{Address}}

{{City, State, Zip}}

Dear {{Student Name}}:

 Florida SouthWestern State College, with the involvement of the {{name of program/certificate}} administration, faculty, staff and advisory committee, has decided to inactivate the {{AS, CCC, and/or PSAV}} program. The program inactivation will be effective with the {{fall/spring/summer}} term {{year}}.

 You should contact your Program Director {{program manager’s name}} or academic advisor {{academic advisor’s name}} as soon as possible to be sure that your records are correct and up to date. You may be eligible to transfer to {{name of program}} at {{name of college/university}}. They will be able to advise you in more detail and make suggestions concerning future academic and career decisions.

Sincerely,

{{Your Name}}

{{Title}}