6.2 Program/Certificate Discontinuation Proposal

Approval Process Type: Program with Import Required

Proposal Title: Program/Certificate to be discontinued

Proposal Description: This proposal is used to request discontinuation of an entire academic program or certificate. Once discontinued, the program/certificate will be removed from the FSW catalog. Program/Certificate Discontinuation must be planned well in advance of submitting this curricular proposal. It is important to plan the following effective dates: last semester students will be admitted, academic catalog year of removal, last semester each associated course will be offered. Is it expected that Program/Certificate discontinuation proposals will be vetted by contributing faculty, department chair/program director, dean, and the VPAA prior to Curriculum Committee review.

Workflow:

Originator

Department Chair/Program Director

Academic Dean

Vice President of Academic Affairs (Exception Only)

Student Affairs (Office of the Registrar and Advising)

Curriculum Committee (Accepted for Agenda)

Originator (Modifications)

Curriculum Committee (Final Review)

Vice President of Academic Affairs (Final Approval)

Office of Accountability (AASPIRE)

Assistant Registrar

# General Information

**Beginning Steps**

1. Select the **Program/Certificate Discontinuation Proposal.** You will be prompted to find the program or certificate information in the current catalog. Enter the **Program or Certificate Title** and run the Import. The Program/Certificate Discontinuation Proposal will open after the import is finished. The import will automatically populate these fields: **Program/Certificate to be discontinued, Courses to be discontinued.** You will be able to edit the course list to keep certain courses active in the catalog.

**Please scroll to the bottom to see the list of attachments you will need to include with this proposal.**

# Section I: Submission Information

Complete the information below (**all fields are required**).

**Submission and Meeting Dates\***

Field Type: Text Field

*Help Text: Enter the date this proposal is being submitted AND the intended Curriculum Committee meeting date (e.g., 08/05/20XX for the 09/05/20XX Curriculum Committee meeting).*

**Faculty Proposer(s)\***

Field Type: Text Field

Validation: Alpha

*Help Text: Only faculty members may submit curricular proposals. Please do not give your credentials to anyone who is not authorized to submit a proposal.*

**Faculty Presenter\***

Field Type: Text Field

Validation: Alpha

*Help Text: Faculty presenter and a representative from the corresponding dean’s office must attend the Curriculum Committee meeting or the proposal will not be heard.*

**Hierarchy Owner (Department)\***

Field Type: Drop-down Menu (Import)

Legend Field: Parent

System Required: Hierarchy Entity

Data Set: All Entities

Single Select

*Help Text: After selecting the department, “Save All Changes” and view the route for this proposal to ensure that your department chair/program director and dean are listed. If the wrong department chair/program director and/or dean is listed, please adjust your department selection before launching the proposal.*

**Program Type\***

Field Type: Vertical Radio Set

Legend Field: Program Type

System Required: Program Type

○ Program

○ Shared Core

*Help Text: Select “Program.”*

**Program/Certificate to be discontinued\***

Field Type: Text Field (Import)

Legend Field: Name

System Required: Title

*Help Text: The program/certificate title will auto-populate from the Import. DO NOT CHANGE the information in this field.*

**Program/Certificate CIP Code\***

Field Type: Text Field

*Help Text: Please provide the 10 digit CIP code for this program/certificate.*

**Program/Certificate Total Credit Hours\***

Field Type: Text Field

Validation: Numeric

**Program Description being discontinued\***

Field Type: Text Area (Import)

Legend Field: Description

System Required: Description

*Help Text: The program/certificate description will auto-populate from the Import. DO NOT CHANGE the information in this field.*

**Justification for discontinuation\***

Field Type: Text Area

*Help Text: Describe the process by which the need for program or certificate discontinuation was determined. Attach supporting documents in Section V.*

# Section II: Effective Dates

**Please refer to the Curriculum Committee Calendar for proposal deadlines and effective dates. This calendar is available in the Document Manager and the Curriculum Committee Canvas course.**

Generally, actions approved in Fall take effect in Fall of the following academic year and are published in the upcoming course catalog. Actions approved in Spring take effect in the Fall of the next *calendar* year. Syllabus changes may take effect sooner.

Changes to published catalogs are rare and will only be made with approval from the Vice President of Academic Affairs (VPAA). Requested exceptions to the published deadlines or effective dates will be immediately routed to the VPAA for approval. No action will be taken if the exception is not approved.

**Published Effective date for Approved Action\***

Field Type: Drop-down Menu

Data Set: Published Effective Date for approved action

Single Select

*Help Text: If you are not requesting the effective date published on the Curriculum Calendar, select “[Exception].”*

**Requested Effective Date for Exception**

Field Type: Drop-down Menu

Data Set: Requested Effective Date for Exception

Single Select

*Help Text: Choose N/A if not requesting an exception to the published effective date.*

**Reason for Requesting Exception to Effective Date**

Field Type: Text Area

*Help Text: Enter N/A if not requesting an exception.*

**Last date that students will be admitted to the program/certificate\***

Field Type: Text Field

**Estimated date when all students will have completed the program/certificate\***

Field Type: Text Field

*Help Text: Allow time for teach-out if needed.*

# Section III: Program/Certificate Courses to be Discontinued

All listed courses will end on the effective date of this Program/Certificate Discontinuation. **Please *delete* courses that will continue to be offered in other degree programs or until the end of the teach-out period for this program/certificate.**

**Course to be discontinued with the program/certificate\***

Field Type: Text Area (Import)

Legend Field: Curriculum

System Required: Curriculum

Data Set: Prospective Curriculum

*Help Text: Please delete courses that will NOT be discontinued at this time.*

**List anticipated end date for each course that will be included in a teach-out plan**

Field Type: Text Area

*Help Text: List by course prefix and number, and indicate the last semester each course will be offered under a program/certificate teach-out plan. Courses may be grouped under successive end dates.*

Note: At the end of the teach-out period for each course, a **Course Discontinuation Proposal** must be submitted to remove the course from the FSW catalog.

IV. Impacts and Endorsements

You must run an Impact Report for **each** **course** being discontinuedas part of this Program/Certificate Discontinuation Proposal (i.e., any listed in Section III after deletions). Be sure to omit any courses that will not be discontinued until after the teach-out-period.Please see the instructions under Section V: Attachments to run and save the Impact Reports.

Refer to the Impact Reports to complete this section.

**Will discontinuing any of the listed courses along with this program/certificate affect any other programs, certificates, or courses?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

*Help Text: If the Impact Reports show that each course is only associated with the program/certificate and courses to be discontinued, answer “No” to this question and N/A to the next two questions.*

For courses whose discontinuation will impact other courses, programs, or certificates that are outside the scope of this proposal, please copy relevant information from the Impact Reports into the text box below. Describe additional actions that are necessary to accommodate those impacts (e.g., removing discontinued courses from other programs/certificates, removing discontinued courses as corequisites or prerequisites to other courses, creating course equivalencies). Omit any courses whose discontinuation will not have a substantive impact, or that will not be discontinued at this time.

**List affected programs, certificates, and/or courses identified by each Impact Report. Explain the impacts of the proposed course discontinuations and how they will be addressed.\***

Field Type: Text Area

Note: When a proposed course discontinuation will have effects beyond the originating department or program, relevant department chairs, program directors, and/or deans must be consulted.

**Have you discussed the impact(s) with leaders of affected programs/departments?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

Note: Program/Certificate Discontinuation Proposals will **not** automatically update associated programs or certificates. Additional curricular proposals may be required to enact substantive changes in affected degree programs or certificates. For example, discontinuing a certificate that is embedded in a larger program is likely to require an associated Program/Certificate Change Proposal.

**List any additional curricular proposals being submitted that include or are affected by this program/certificate discontinuation. Under each type of proposal, please list the titles of courses, programs, and/or certificates.\***

Field Type: Text Area

*Help Text: Examples include additional Program/Certificate Discontinuation Proposals, Program/Certificate Change Proposals, and/or Course Discontinuation Proposals. If none, enter N/A.*

Impacts on Students and Personnel

**Total number of students enrolled in the program/certificate to be discontinued\***

Field Type: Text Field

Validation: Numeric

**Provide a summary of the effects on students. Include plans that allow students to complete the program/certificate or to choose other options, such as changing or transferring to a different program.\***

Field Type: Text Area

*Help Text: Please do not include personal identifiers.*

**Provide a summary of the effects on faculty and staff. Include the number of faculty and staff teaching/working in the program, the last term they will be teaching courses in the program, and the plan for them upon program/certificate discontinuation.\***

Field Type: Text Field

*Help Text: Please do not include personal identifiers.*

## Faculty Endorsements

Before completing the next field, originators must circulate a written copy of the curricular proposal and key supporting documents to department/program colleagues for review and approval. Alternatively, faculty may review in Curriculog after the originator has launched a proposal, but before the originator approves the proposal.

Prior to approving, the originator should adjust the proposal according to departmental feedback and enter the names of faculty members who have endorsed the final draft. Proposals will be returned if faculty endorsements are not provided.

**List of department/program faculty and instructors who support this proposal.\***

Field Type: Text Area

**List of department chairs, program directors, and/or deans affected by discontinuation\***

Field Type: Text Area

*Help Text: Please list additional department chairs, program directors, deans, or other administrators whose courses, programs and/or certificates will be affected by the proposed program/certificate discontinuation.*

# Section V: Attachments

Submit the following in the requested document format. Please use this standard for naming attachments when possible: Program/certificate title (abbreviations are acceptable; e.g., CVT, EMT), type of document, and date if relevant. For example, “NUR AS Faculty Meeting Minutes 09/02/2020.”

1. **Documentation supporting program/certificate discontinuation**
* Documentation may include Florida statutes, FLDOE State Frameworks, requirements or recommendations from accrediting or professional bodies, workforce data, and meeting minutes from Advisory Boards, faculty, and/or ad hoc committees who have endorsed this discontinuation.
* Submit in Word format (.doc or .docx) or PDF format (.pdf) as an attachment to this proposal.
1. **Impact Reports**
	* You must run an Impact Report for **each** **course** being discontinued with this Program/Certificate Discontinuation Proposal.
	* Navigate to catalog.fsw.edu and select the current catalog.
	* In the search box, enter the course prefix and number, surrounded by quotation marks, with a space between the course prefix and number (e.g., “CTS 2346”).
	* When the report displays, right-click on it and select “PRINT: Save as PDF” from the drop-down menu. Please label each file with the course prefix and number, then ”Impact Report.”
	* Submit in PDF format (.pdf) as attachments to this proposal.

Note: Contact the Office of Institutional Research, Assessment, and Effectiveness (AASPIRE) for additional documents that must be submitted to SACSCOC for program closure.