



Standard Administrative Policy and Procedure

Subject: Policy and Guidelines for Academic Program Reorganization, Consolidation, Reduction or Discontinuance

Number:

1I. PURPOSE

2
3 To outline processes for reorganizing, consolidating, reducing, or discontinuing academic
4 programs for reasons outlined in UW Regulation 2-13.

5II. DEFINITIONS

6 Academic Personnel: For the purposes of this SAPP, Academic Personnel include non-tenure-
7 track academic personnel, academic personnel on fixed-term contracts, tenure-track faculty,
8 and tenured faculty as defined in [UniversityW Rregulation 2-1](#).

9 Academic Program: Degree program, department or division of instruction, school or college,
10 interdisciplinary program or unit, or other academic program unit. For the purposes of this
11 SAPP, Academic Program does not include academic courses.

12 Stopped out student: This is a student who was a previously enrolled degree-seeking student,
13 who suspended enrollment for one or more fall and/or spring terms, and subsequently seeks to
14 re-enroll.

15 **Discontinuance:** To permanently close a program and discontinue program activities.

16 ~~III.~~ **Reorganization, Consolidation, or Reduction:** A restructuring or combination of activities
17 that affect the academic degree program, such as but not limited to a significant change in
18 the curriculum or business functions of an academic unit.

20~~IV.~~ III. JUSTIFICATION AND GENERAL PRINCIPLES

21 The need to reorganize, consolidate, reduce, or discontinue academic degree programs arises
22 from ~~a number of different~~ various circumstances. ~~These circumstances include~~ are include, but
23 ~~are not limited to,~~ the following:

- 24 A. A sustained record of few graduates from the program;
- 25 B. A sustained record of low student enrollment;
- 26 C. A sustained record of low academic quality;

- 27 D. Obsolescence or duplication;
- 28 E. Lack of external need or demand for the program;
- 29 F. Loss of external accreditation;
- 30 ~~F.G.~~ Budget reductions according to UW Regulations 2-11 or 2-12
- 31 ~~G.H.~~ A change in the priorities or direction of the University, college, school, or
- 32 department; or
- 33 ~~H.I.~~ Any other substantial reasons why the continuation of the academic program is
- 34 not in the best interests of the university.

35 Reorganizing, consolidating, reducing, or discontinuing an academic degree program deserves
36 an open and transparent shared-governance process, including widespread communication, and
37 documentation of opportunities for feedback from interested and affected units.

~~The process of reorganization, consolidation, reduction, or discontinuance may involve the
38 suspension of a degree program. The suspension should be managed in such a way as to mitigate
39 adverse impacts on students currently in the program, or those who have recently been admitted.
40~~

~~The President, in collaboration with the Faculty Senate, shall make a final recommendation to
41 the Board of Trustees to reorganize, consolidate, reduce or discontinue an academic program
42 within a maximum period of 120 days after receiving thean approved request and associated
43 proposal for reorganizing, consolidating, reducing or discontinuing the program.
44~~

~~from the time of the initiation of the request was made~~ Academic Program Review.

46 V.IV. PROCESS

47 A. Initiation

48 The process for the ~~review and analysis of an academic program for~~ reorganization,
49 consolidation, reduction or discontinuance ~~of an academic program may be~~ initiated in
50 ~~one of two ways~~ the following way.

51 ~~1. Request for Review and Analysis~~

52 A department, its chair, the dean or director, the Faculty Senate, the Provost and Vice
53 President for Academic Affairs, the President of the University, or the Board of
54 Trustees may request an Academic Program Review (link to document here) of a
55 program under consideration for a review and analysis regarding a program's
56 reorganization, consolidation, reduction or discontinuance. The request shall make
57 explicit the reasons under Section III, with preliminary supporting evidence, that a
58 the program should be considered for reorganization, consolidation, reduction or
59 discontinuance per University Regulation 2-13.

60 Requests for an Academic Program Review of a program under consideration for
61 reorganization, consolidation, reduction or discontinuance should reflect consultation
62 and communication with a wide range of academic, administrative, and student

63 support units. Those submitting requests should consult as needed with their dean's
64 office, the Registrar's Office, Admissions, student and faculty governance groups,
65 the Provost's Office, and others. Requests for an Academic Program Review of a
66 program under consideration for reorganization, consolidation, reduction or
67 discontinuance failing to reflect appropriate consultation and communication may be
68 returned without approval.

69 The Provost and Vice President for Academic Affairs shall determine whether ~~the~~
70 ~~grant~~ approve the request for ~~an~~ Academic Program Review ~~of a program under~~
71 ~~consideration for reorganization, consolidation, reduction or discontinuance~~
72 ~~proceeds~~. The President's final recommendation to the Board of Trustees shall be
73 within 120 days after the approval of the request for Academic Program Review of a
74 program under consideration for reorganization, consolidation, reduction or
75 discontinuance

76 Upon completion of an approved Academic Program Review, and if the Provost and
77 Vice President for Academic Affairs agrees there is justification for reorganization,
78 consolidation, reduction or discontinuance of the academic program, the Provost and
79 Vice President for Academic Affairs shall coordinate the development of a proposal
80 for reorganization, consolidation, reduction or discontinuance of the academic
81 program.

82 ~~The President shall make a final recommendation to the Board of Trustees to~~
83 ~~reorganize, consolidate, reduce or discontinue a program within a maximum period~~
84 ~~of 120 days from the time the initial request was made.~~

85 ~~Requests should reflect consultation and communication with a wide range of~~
86 ~~academic, administrative, and student support units. Those submitting requests~~
87 ~~should consult as needed with their dean's office, the Registrar's Office, Admissions,~~
88 ~~student and faculty governance groups, the Provost's Office, and others. Requests~~
89 ~~failing to reflect appropriate consultation and communication may be returned~~
90 ~~without review.~~

91 **2. Annual Review Academic Degree Programs**

92
93 ~~The Office of the Provost reviews degree production for all academic programs~~
94 ~~annually. Programs determined by the Office of the Provost to reflect one or more~~
95 ~~of the circumstances identified in Part III above may be scheduled for review and~~
96 ~~analysis regarding a program's reorganization, consolidation, reduction or~~
97 ~~discontinuance. See Standard Administrative Policy and Procedure *Academic*~~
98 ~~*Program Review*. (Link coming soon)~~

99 **B. Proposal for Reorganization, Consolidation, Reduction or Discontinuance** 100 **Development**

101 The ~~request proposal accompanying a request for a review and analysis regarding~~
102 reorganizing, consolidating, reducing or discontinuing an academic program ~~must be~~
103 ~~accompanied by a proposal. The proposal may shall include~~address, at a minimum, the
104 following:

- 105 1. Whether there is a demonstrated need for the program;
- 106 2. Whether the program fills a specific academic niche unique to UW;
- 107 3. Whether the program is important for the University's strategic plan; identity and/or
108 ~~the fulfillment of the mission of the university;~~
- 109 4. The costs associated with program delivery;
- 110 5. Whether faculty time and effort are well invested in the program, as demonstrated by
- 111 appropriate student enrollment;
- 112 6. Whether the program has a stable academic home; ~~and~~
- 113 7. Any otherThe compelling reasons to reorganize, consolidate or, reduce, ~~or~~
114 ~~discontinue~~ the program, if applicable;
- 115 8. The recommended reorganization, consolidation or reduction, if applicable, and a
116 preliminary plan for impact on currently enrolled students, prospective students,
117 stopped-out students, and reduction in force;
- 118 9. The compelling reasons to discontinue the program, if applicable;
- 119 10. The recommendation for discontinuance, if applicable, and a preliminary plan for
120 suspended admissions, teach-out, impact on currently enrolled students, prospective
121 students, stopped-out students, and timing for reduction in force.-

122 ~~The Provost may suspend admissions to academic degree programs pending completion~~
123 ~~of the proposal development process.~~

124 The Provost may ~~also~~ set reasonable deadlines for the proposal review and comment
125 processes below as needed to facilitate timely adjudication. The Provost's Office ~~will~~
126 shall coordinate or may charge the appropriate department, program, or college with
127 coordinating ~~on~~ of the proposal review and comment.

128 The initial proposal ~~will~~shall be subject to review and comment by:

- 129 1. Students currently enrolled in the academic program;
- 130 2. The academic degree program's staff and academic personnel;¹
- 131 ~~2.3.~~The academic degree program's school/college dean;
- 132 ~~3.4.~~The academic degree program's school/college appropriate faculty committee;
- 133 ~~4.5.~~The Associate Vice Provost for Undergraduate Education and/or the Associate Vice
134 Provost for Graduate Education as appropriate given the level of degree; and
- 135 ~~5.6.~~Other administrative or academic units as identified by the Office of the Provost.

¹ The faculty responsible for the degree program may solicit feedback from stakeholders, including current and former students and alumni, and ~~should in that case shall~~ provide documentation of ~~that~~ feedback.

136 After reviewing submitted comments and making any necessary revisions, the Office of
137 the Provost willshall submit ~~the-a~~ revised proposal, including a recommendation and
138 supporting materials to the Faculty Senate, ASUW, Staff Senate, Deans and Directors
139 Council, and Executive Team for review and comment.

140 The Provost willshall review all submitted comments and provide a final proposal to the
141 President.

142 The President, in collaboration with the Faculty Senate, willshall then make a final
143 recommendation based on the proposal and all submitted comments to the Board of
144 Trustees. If appropriatethe academic program willshallwill be eliminated, the
145 recommendation willshall include a plan for program closure–discontinuation in
146 accordance with University Regulation 2-13 and Part V: below and, if necessary, a plan
147 for termination of fixed-term personnel–non-tenure track or tenure–track or tenured
148 faculty. If the academic program will –be reorganized, consolidated or reduced, the
149 recommendation willshall include a plan for the reorganization, consolidation or
150 reduction. This plan shall, that including the details of impacts on current and prospective
151 students, related units, and, if necessary, a plan for termination of fixed term personnel.

152 If the decision is made to continue ~~the-a~~ degree program that was considered for
153 elimination, the Office of the Provost may require the appropriate academic unit to
154 develop a plan to grow and revitalize the program, and to provide progress reports
155 annually to the Associate Vice Provosts of Undergraduate and Graduate Education, the
156 Provost, and the Faculty Senate Academic Planning Committee, as appropriate.

157 The Office of the Provost willshall promptly inform all UW offices impacted by the
158 decision of the Board of Trustees (e.g. Office of Admissions, Office of the Registrar,
159 Institutional Marketing and Communications, Academic Advising Committee, the
160 Budget Office, etc.).

161 The Office of the Provost willshall promptly inform students enrolled in the academic
162 degree program and the academic degree program’s staff and faculty of the Trustees’
163 decision.

164V. **PLAN**

165
166 Before discontinuing a degree program, every reasonable effort willshall be made to allow
167 students to complete their degrees. Program or campus transfers willshall be made if mutually
168 acceptable to the student and the receiving department. Students willshall be provided advising
169 assistance with respect to their academic program options. Students willshall be notified of
170 program closure and timing for phasing out programs.

171
172 A plan outlining the process for discontinuing an academic degree program includes determining
173 when to suspend or discontinue admissions, developing a teach-out plan to facilitate student
174 completion of impacted degrees, communicating with students, and communicating with the

175 academic degree program's staff and academic personnel, including any terminations, if
176 applicable.

177

178 **A. Admissions**

179 **1. Undergraduate level considerations**

180 There are four milestones ~~to keep in mind~~ when planning the timeline for suspending
181 an undergraduate degree program: (1) approximately 1.5-2 years prior to the fall term
182 of enrollment, the Office of Admissions begins distributing information to
183 prospective students about available degree programs; (2) approximately 15 months
184 prior to the fall term of enrollment the Office of Admissions begins finalizing any
185 print publications for distribution during the admissions cycle September through
186 May; (3) approximately 12 months prior to the fall term of enrollment applicants
187 begin applying, including selecting intended degree programs, and begin confirming
188 enrollment; and (4) between 4 and 12 months prior to the fall term of enrollment new
189 students are confirming their decision to enroll and are being assigned an academic
190 plan for advising purposes. At this point of commitment, a student may have made a
191 decision to attend UW based on a program advertised as available to new students.
192 The student's confirmation deadline is May 1 prior to the fall term of enrollment.

193 **2. Graduate level considerations**

194 Similarly, planning is necessary to fully consider prospective graduate students who
195 will be making choices based on programs available at the University. Unlike many
196 undergraduates, most graduate students choose to come to the University because of
197 particular degree programs. Milestones ~~that need to be kept in mind~~ when planning
198 the timing for suspending admissions to a graduate program: (1) prospective graduate
199 students may make their decision to apply to the University two years prior to the fall
200 term of enrollment, if not earlier; (2) graduate programs begin recruiting students at
201 least 1.5 years prior to the fall term of enrollment; (3) applications for many graduate
202 programs, especially doctoral ones, are due in the late fall or early spring of the
203 academic year prior to the fall term of enrollment; and (3) admitted graduate students
204 typically matriculate by April 15 prior to the fall term of enrollment.

205 **3. Enrollment Suspension with Academic Program and Discontinuation**

206 After the Board of Trustees approves the proposal to discontinue a degree program,
207 the Provost may suspend enrollment in the discontinued degrees programs under
208 consideration for reorganization, consolidation, reduction or discontinuance at any
209 time ~~during the process~~. Where possible, proposals approved by the Board of
210 Trustees to discontinue an academic degrees program will/shall go into effect at least
211 one full admissions cycle after approval.

212 **B. Teach-out plan**

213

214 In the process of discontinuing a program, every reasonable effort willshall be made to
215 allow students to complete their degrees. Program or campus transfers willshall be made
216 if mutually acceptable to the student and the receiving department. Students willshall be
217 provided advising assistance with respect to their academic program options.
218

219 The teach-out plan explains how students willshall be supported through to completion
220 of their degree. It is required to assure that there is a plan in place to meet the
221 commitment made to students who are in the program, or who are making decisions to
222 enter the University based on the availability of the program, or students who were at
223 one time in the program and have stopped- out. ~~(A stopped-out student is one who was~~
224 ~~a previously enrolled degree-seeking student who suspended enrollment for one or more~~
225 ~~fall and/or spring term and who subsequently seeks to re-enroll.)~~ The plan willshall ~~need~~
226 ~~to~~ make the program available to students for a sufficient time to allow students in the
227 pipeline to complete. This can be several years. As the program winds down, planning
228 must be in place for alternatives to current requirements if needed.
229

230 Enough detail ~~should~~shall be provided to assure those reviewing the proposal that a plan
231 to support students is in place, although the exact details may evolve as implementation
232 proceeds. The plan ~~should~~shall consider the needs of currently enrolled, prospective, and
233 stopped- out students. A key feature of the teach-out plan is that it should convey how
234 program quality willshall be maintained and ensured through the teach-out period for
235 enrolled, prospective and stopped- out students
236

237 **1. Items a teach-out plan should consider include:**
238

239 **a.** Determination of the specific number and sequence of courses that must be
240 taught, including a draft schedule indicating the number of semesters required.
241

242
243 **a.b.** Designation of a primary contact for Admissions to consult with stopped
244 out students.
245

246 **b.c.** Designation of a primary contact for student service/advising support for enrolled
247 students.
248

249 **e.d.** Identification of possible alternative degree programs students are likely to
250 consider.
251

252 **2. Currently enrolled students**

253 Students who have declared an intention to complete the program ~~must~~shall be
254 supported with courses, advising, and other services to complete the program. The
255 faculty should plan to continue teaching required courses or make reasonable
256 exceptions and course substitutions to those requirements to facilitate student

257 completion of the requirements. In some cases, the faculty may need to adjust
258 program requirements to maintain quality throughout the teach- out period. Such a
259 change in Changes in curricular requirements may require approval by the
260 approved by school/college curriculum committees and UW Regulations, in
261 accordance with current processes.

262
263 **3. Prospective students**
264

265 The expectations of any student who has formally signaled an interest in the program
266 should be considered. This would include students who selected the program on the
267 application for admission (this includes undergraduate new freshman or transfer
268 students or graduate students) or have otherwise been in a formal advising flow
269 preceding declaration of the program. Efforts must-shall be made by personnel in
270 Academic Affairs -to inform these students that their program of interest is not
271 available, and to explain to them what other program options are available. Sufficient
272 advance timing must-shall be given for undergraduate programs to assure that
273 prospective and current students are not making their college choice decisions based
274 on a program that may become unavailable.

275
276 **4. Stopped- out undergraduate students**
277

278 Stopped- out undergraduate students willshall not be readmitted to an academic
279 degree program that has been suspended or discontinued. The teach-out plan must
280 shall describe how stopped-out undergraduate students will be supported to find an
281 appropriate new academic degree program. Those-An academic unit planning to
282 suspend or discontinue an undergraduate program should consult with the Director
283 of the Advising, Career, and Exploratory Studies Center (ACES) to assist in planning
284 advising considerations.

285
286 **5. Stopped- out graduate students**
287

288 Graduate students in a degree program that has been suspended/eliminated, as
289 indicated above, must be notified of this by the AVP of Graduate Education, if
290 contact information for the student is available, and given one semester to reapply
291 and reenroll in their academic program. Those reapplying willshall be given the
292 opportunity to complete their degree within two academic years of readmission.

293 **C. Communication**

294 Students willshall be promptly notified of program closure and timing for teach out
295 programs.

296 To the maximum extent possible, decisions willshall be communicated as soon as
297 possible and far enough in advance so that prospective students are not making decisions

298 about where to go to college or graduate school based on programs that ~~will~~shall become
299 unavailable to them.

300
301 **D. Academic Personnel**
302
303 If termination of academic personnel is ~~involved~~required, the process outlined in UW
304 Regulation 2-13 ~~must~~shall be followed.

Responsible Division/Unit: Academic Affairs

Source: None

Links: <http://www.uwyo.edu/acadaffairs/academics/administrative/program-review/>

Associated Regulations, Policies, and Forms: University Regulation 2-13

Approved: