

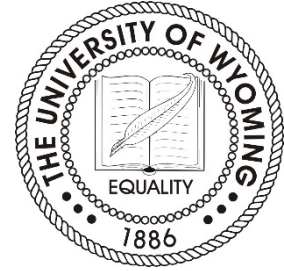
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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Program Elimination

**Number:** UW Regulation 2-13

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## I. PURPOSE

It is the policy of the University to continue established academic programs to meet the needs of the University and the State of Wyoming and to permit enrolled students to complete the course of study and new students to enroll and benefit from these programs. The University also acknowledges its obligations to faculty and academic professionals who serve in an academic program that is to be eliminated.

An academic program may be eliminated when its continuation has ceased to be in the best interests of the University, the State of Wyoming or the students enrolled in the University.

The purpose of this regulation is to provide criteria and procedures for the elimination of academic programs, and to provide protection for students enrolled in and for faculty and academic professionals who serve in programs that are eliminated. This regulation seeks to ensure fair accommodation of institutional and individual interests after the decision is made to eliminate a program. Final authority for academic program elimination resides in the Board of Trustees.

## II. DEFINITIONS

**Academic program:** An authorized major or course of study approved by action of the Board of Trustees.

**Dean:** Dean of a college of the University.

**President:** The President of the University.

**Program administrator:** A person responsible for the administration of an academic program. A program administrator may be a department head, program director, division director, dean of a school, or other administrator who reports to the dean of the college which has authority over the academic program.

**Vice President for Academic Affairs:** The chief academic officer of the University.

### **III. REASONS FOR ELIMINATION OF ACADEMIC PROGRAMS**

The elimination of an academic program shall be based primarily upon educational considerations or financial exigency as specified under UW Regulation 2-11. An academic program may be eliminated for any one or more of the following reasons:

- A.** A sustained record of low student enrollment.
- B.** A sustained record of low academic quality.
- C.** Obsolescence or duplication.
- D.** Lack of external need or demand for the program.
- E.** Loss of external accreditation.
- F.** A change in the priorities or direction of the University or a college, school, or department.
- G.** Any other substantial reason why the continuation of the academic program is not in the best interests of the University.

### **IV. PROPOSALS TO ELIMINATE ACADEMIC PROGRAMS**

#### **A. Initiation**

A proposal to eliminate an academic program may be initiated by the Vice President for Academic Affairs, by the dean or program administrator charged with administrative supervision of the academic program, or by faculty or academic professionals who serve in the academic program. Proposals should be made early enough in the academic year that responses, reviews and recommendations of the Vice President for Academic Affairs and the President can be made to the Board of Trustees in time for a decision by the Trustees prior to the beginning of the next academic year.

#### **B. Content of Proposal to Eliminate Academic Program**

A proposal to eliminate an academic program shall be in writing and shall:

- 1.** Set forth a statement of the reasons for elimination of the program.
- 2.** Contain the following information:
  - a.** Description of the mission, curriculum, content and format of the program;
  - b.** Description of the role of the program within the context of the college and the mission of the University;

- c. Financial data relevant to the academic program;
  - d. Admission, enrollment and graduation data relevant to the program, including the number of students currently enrolled and the status of their progress toward graduation;
  - e. Description of administration of program;
  - f. Description of faculty and academic professionals who serve in the program, including their academic credentials, academic rank and length of service to the University;
  - g. Description of program facilities, including classrooms and offices, library and equipment used by or dedicated to the program;
  - h. Evaluations from accrediting bodies or other reviewers of the quality of the program and its faculty and academic professionals;
  - i. Comparison of the program with related or similar programs.
3. Describe the anticipated effects of elimination of the program upon the college in which the program is situated, upon other colleges and units of the University, and upon the University as a whole, including:
- a. Effects upon students enrolled in the academic program;
  - b. Effects upon faculty and academic professionals who serve in the program, including termination of any existing positions;
  - c. Educational and financial effects upon other units of the University;
  - d. Effects upon faculty, academic professionals, staff, students and alumni of the University;
  - e. Effects on the State of Wyoming, including loss of benefits conferred outside the University by the academic program.
4. Set forth an implementation plan to be followed in the event the academic program is eliminated, including:
- a. Procedures for handling current and future applications for admission;
  - b. Plans for assisting currently enrolled students to complete the course of study;

- c. Plans for accommodating faculty and academic professionals who will be terminated or otherwise affected by elimination of the academic program.

**C. Submission of Proposal**

A proposal to eliminate an academic program shall be submitted to the Vice President for Academic Affairs.

**V. EXPEDITED PROCEDURES FOR ELIMINATING ACADEMIC PROGRAMS**

When proposals for elimination are initiated by an academic unit's academic personnel and the academic unit has agreed to the program's elimination in accordance with the unit's internal procedures, a proposal will be presented to the Vice President for Academic Affairs that meets the following requirements: Items 1-4 under IV.B. Content of Proposal to Eliminate Academic Program.

This proposal will be reviewed by the Vice President for Academic Affairs for adequacy, distributed to the Faculty Senate, Staff Senate, and ASUW for information purposes, and submitted by the Provost and Vice President for Academic Affairs to the President for approval and to the Board of Trustees for final disposition.

**VI. PROCEDURE FOR ACTING UPON POTENTIALLY CONTESTED PROPOSALS**

**A. Notification**

When the Vice President for Academic Affairs initiates or receives a proposal to eliminate an academic program, a copy of the proposal shall be sent within 10 days to the President, to the dean of each college, and to the program administrator, each faculty member and academic professional who serves in the program proposed to be eliminated, as well as to the Faculty Senate, the Staff Senate and the Associated Students of the University of Wyoming. Notice of the proposal shall be sent within 10 days to each student enrolled in the program proposed to be eliminated, stating that a copy of the proposal is available for review in the departmental office of the program. The copy of the proposal shall be accompanied by a notice stating that responses to the proposal shall be made in writing to the Vice President for Academic Affairs by a designated date not less than 60 days after the copies are distributed.

**B. Response to Proposal**

Responses to a proposal to eliminate an academic program:

1. Shall be made by the dean of the college which has authority over the academic program proposed to be eliminated, and by the program administrator of the

academic program, in consultation with the faculty and academic professionals who serve in the program and the students enrolled in the program.

2. May be made by any other interested person, including the faculty, academic professionals, or staff who serve in the program; students enrolled in the program; any dean, faculty member, academic professional, staff member or student in the University; alumni of the University; and citizens of Wyoming.
3. Shall be in writing and shall be submitted to the Vice President for Academic Affairs by the designated date. Responses not received by the designated date need not be considered.
4. May set forth arguments, statements and facts in support of or in opposition to the proposal to eliminate the academic program, and may contain alternative proposals regarding the program or its elimination or modification.

**C. Review of Proposal and Responses**

Within 10 days after the designated date for receipt of responses to the proposal for elimination of an academic program, the Vice President for Academic Affairs shall submit copies of the proposal and any responses to: (1) the Chair of the Faculty Senate for distribution to appropriate Faculty Senate Committees and members of the Faculty Senate; (2) the President of the Staff Senate; and (3) the President of the Associated Students of the University of Wyoming.

Within 60 days of the receipt of the proposal and responses from the Vice President for Academic Affairs, the Faculty Senate shall submit to the Vice President for Academic Affairs its written review and its recommendation regarding elimination of the academic program, and the Staff Senate and the Associated Students of the University of Wyoming may each submit a written review and recommendation.

**D. Recommendation of Vice President for Academic Affairs**

Within 30 days of receipt of reviews from the Faculty Senate and from the Staff Senate and the Associated Students of the University of Wyoming, if submitted, the Vice President for Academic Affairs shall review the proposal, and all responses and reviews, and shall make a recommendation in writing to the President regarding the proposal to eliminate the academic program. The recommendation may approve, disapprove or suggest modifications to the proposal. The recommendation to the President shall be accompanied by copies of the proposal and all responses and reviews.

The Vice President for Academic Affairs shall send copies of his recommendation to the dean of each college, and to the program administrator, each faculty member and academic professional who serves in, and each student enrolled in the program

proposed to be eliminated, as well as to the Faculty Senate, the Staff Senate and the Associated Students of the University of Wyoming.

A copy of the proposal, all responses and reviews, and the recommendation of the Vice President for Academic Affairs shall be maintained and made available for examination and copying by the public in the Office of the Vice President for Academic Affairs.

**E. Action by the President**

The President shall approve, approve with modifications, or disapprove the proposal to eliminate an academic program. If the President approves or approves with modifications the proposal to eliminate an academic program, the President shall forward his recommendation, together with the proposal, all responses and reviews, and the recommendation of the Vice President for Academic Affairs, to the Board of Trustees for final action. If the President disapproves the proposal to eliminate an academic program, no further action shall be taken on the proposal.

**F. Time**

The time periods set forth in this regulation shall include Saturdays, Sundays and legal holidays, but shall not include the time between spring commencement and the beginning of the next academic year. Nor shall it include the time between the end of fall semester and the beginning of spring semester.

**VII. PROTECTION FOR STUDENTS ENROLLED IN PROGRAM**

When a decision is made by the Board of Trustees to eliminate an academic program, the Trustees shall establish policies for accommodating those students currently enrolled in the program and in good standing to complete the program at the University or another school.

**VIII. PROTECTION FOR FACULTY AND ACADEMIC PROFESSIONALS**

**A. Notification**

Within 10 days after a decision by the Board of Trustees to eliminate an academic program, all faculty members and academic professionals whose positions will be terminated shall be notified in writing of the date of their termination and of their rights under this University Regulation.

**B. Rights of Tenured Faculty and Extended Term Academic Professionals**

When the elimination of an academic program will result in the termination of any tenured faculty member or extended term academic professional,

1. The University shall offer the tenured faculty member or extended term academic professional another appropriate position in the University if the person is qualified and the position is available before the date of the termination of the person's position as indicated under subsection A of this section. In the allocation of appropriate positions, positions shall first be offered to tenured faculty and extended term academic professionals who are being terminated before offers are made to probationary faculty and academic professionals or other persons not currently employed by the University.
2. If no appropriate University position is available for which the person is qualified, the University shall continue the position of the tenured faculty member or extended term academic professional for at least the next full academic year after the date of the termination of the person's position as indicated under subsection A of this section. The continued position may be assigned appropriate duties consistent with the best interests of the University.

**C. Rights of Probationary Faculty and Academic Professionals**

When the elimination of an academic program will result in the termination of any probationary faculty member or probationary academic professional:

1. The University shall offer the probationary faculty member or probationary academic professional another appropriate position in the University if the person is qualified and the position is available before the date of the termination of the person's position as indicated under subsection A of this section. In the allocation of appropriate positions in the University positions shall first be offered to probationary faculty and probationary academic professionals before offers are made to persons not currently employed by the University.
2. If no appropriate University position is available for which the person is qualified, the University shall continue the position of the probationary faculty member or probationary academic professional who is in at least the third year of service on the date of the termination of the person's position as indicated under subsection A of this section for at least the next full academic year after that date. However, for a probationary faculty member or probationary academic professional in the second year of service, the position shall be continued for at least six months. For a probationary faculty member or probationary academic professional in the first year of service, the position shall be continued for at least six months. The continued position may be assigned appropriate duties consistent with the best interests of the University.

**D. Right of Appeal**

A faculty member or academic professional who receives notice of termination because of elimination of an academic program shall have the right to appeal the

termination under UW Regulation 2-2, Appendix B, but not the decision to eliminate the program, unless the decision is based in whole or in part on financial exigency under UW Regulation 2-11.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 43, Revision 1; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/9/2011 Board of Trustees meeting

Revisions adopted 3/24/2016 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 6-43, now UW Regulation 2-13