

University of Louisiana System

Policy and Procedures Memorandum

One of the primary goals of a university is to promote and maintain high quality academic programs. Consistent with this goal of academic excellence, each university should adopt policies and procedures to provide for regular, periodic review of all academic programs. Occasionally, for educational and/or budgetary reasons, it may be in the university's best interest to discontinue an academic program. Such a decision should be made after consultation with the appropriate faculty groups and in accordance with the policies outlined below.

I. Definitions

- A. Academic Program: A degree program, option, concentration, minor, department, school or college, or other academic unit such as a center or service area.
- B. Externally-Initiated : A proposal to discontinue an academic program

which originates from the institution president.

- D. Program Discontinuance: The formal termination of an academic program by the Board of Regents or

II. Review and Approval Process

A. Internally-Initiated Proposals

1. Proposed program discontinuance shall be based on educational need, resource allocation, budget constraints, or combinations of educational strategies and financial considerations.
2. Both quantitative and qualitative data will be analyzed in relation to the university's strategic plan prior to formalizing final recommendations.
3. There shall be faculty participation in considering the possible discontinuance of an academic program.

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the following abbreviated or shortened notification periods will apply:

- a. for actions that are to be effective the spring semester/quarter, or winter quarter, notice shall be provided no later than August 15;
 - b. for actions that are to be effective the fall semester/quarter, notice shall be provided no later than January 15.
7. In all cases, the notification letter may be sent before actual Board of Supervisors' approval is granted. However, the termination from employment may not occur until the Board of Supervisors has approved the action.

- C. Students will be provided advising assistance with respect to their academic program options.
- D. Students will be notified of program closure and timing for phasing out programs.

Policy References:

Campus Policies on Program Discontinuance

Review Process:

Presidents' Council
Faculty Advisory Council
Vice Presidents for Academic Affairs
Board Members
Legal Counsel

Distribution:

University Presidents