

# Florida Atlantic University

## Regulation 3.003

## Academic Program Termination

(1) PURPOSE. Florida Board of Governors Regulation 6C-8.012, *Academic Program Termination*, stipulates that each university Board of Trustees (“BOT”) must adopt policies and procedures for degree program termination, with copies to the Board of Governors, Office of Academic and Student Affairs. This policy must include at a minimum:

(A) A formal process for determining degree programs that are candidates for termination that includes review by the appropriate curriculum, financial, and administrative councils of the university.

(B) A plan to accommodate any students or faculty who are currently active in the program that is scheduled to be terminated.

(C) A process for evaluation and mitigation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the faculty and students.

### (2) PROCEDURES: ACADEMIC PROGRAM TERMINATION

(A) In 2002, the FAU Board of Trustees approved guidelines and procedures for Departmental Performance Review. Annually, a report containing Departmental Dashboard Indicators is prepared by the Office of Institutional Effectiveness and Analysis (“IEA”) providing data on Instruction, Research, Creative and Scholarly Activities, and Service, for each department for the past three years. The Dean of the college shall review this report with the department and submit to the Provost an overall assessment of each department’s performance, including an evaluation of whether the department has performed at an acceptable level in instruction, research, and service.

(B) As part of this assessment, Dashboard Indicators may highlight the need for an assessment of the continued viability of a degree program. Indicators may include:

1. Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the university.
2. The program is no longer aligned with the mission or strategic goals of the university, or is no longer aligned with the strategic goals of the Board of Governors.
3. The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.

(C) Based on this assessment, the dean and the department will develop an action plan, as follows:

1. A plan to address the shortcomings of the program and propose concrete measures to be taken over the next year to remedy them.

OR

2. A plan to terminate the program, with concrete proposals to accommodate students and faculty currently in the program. The proposal needs to evaluate and mitigate any potential negative impact of the termination on the current representation of females and ethnic minorities within the faculty and students.

If the plan is the latter option, the termination proposal needs to be analyzed by the appropriate college faculty committee. Upon completion of this review, the Dean shall transmit the request to the University Provost, including at least one hard copy and an electronic version.

(D) The University Provost will assign the request for review by appropriate internal staff (Associate Provosts of Programs, Planning and Budget, and Enrollment Management) and then by the Dean of Graduate Studies if the proposal is a graduate program, and to the Dean of Undergraduate Studies if the proposal is for an undergraduate program. Upon completion of this review, the request will be transmitted to the University Faculty Senate (“UFS”).

(E) The appropriate committee(s) of the University Faculty Senate will review the request for academic program termination and provide a recommendation to the UFS for action. Upon completion of this review and action by the UFS, the request will be returned to the University Provost.

(F) The University Provost will provide a final review and, if acceptable, will endorse and transmit the request to the University President for University BOT approval.

(G) Approved requests will be reviewed by the BOT Committee on Academic and Student Affairs. The recommendation of this Committee will be transmitted to the University Board of Trustees for final authorization or recommendation to terminate the academic degree program.

(H) If approved by the BOT, the recommendation to terminate a doctoral or professional degree program will be further transmitted by the Provost to the Board of Governors of the State University System. In its request for termination of a doctoral or professional program the university will provide documentation that it has followed its established policies, including those related to faculty affected by program termination, and that there is a plan in place to accommodate any students who are currently active in the program. In addition, the Board of Trustees has the authority to approve termination of degree programs at the bachelor’s, master’s,

advanced master's, and specialist level. Upon BOT approval to terminate these degree programs, the Provost will notify the Board of Governors, Office of Academic and Student Affairs within four weeks of the University Board of Trustees' decision.

(I) Upon final approval of termination, the Office of the University Provost will notify all interested parties, including the department and college, graduate/undergraduate dean, university faculty governance, the Registrar, community college relations, and admissions and academic advisors on each campus.

*Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; Florida Board of Governors Regulation 6C-8.012. History: New – 11-14-2007.*