## Request to Terminate an Academic Degree Program or Administrative/Research Unit

1. **Institution**

2. **Type of Termination (check one)**
   - _____ A. Academic Program (If A, complete all remaining sections)
   - _____ B. Administrative Unit (If B, skip sections 3, 4, 5, and 6)
   - _____ C. Research Unit – Center or Institute (If C, skip sections 3, 4, 5, and 6)

3. **Degree Designation.** (BA, MS, PhD, etc.)

4. **Title and CIP Code.**

5. **Semester/year at which no new enrollments will be accepted.**

6. **Teach-out plan, including semester/year at which reporting of degrees shall cease.**

7. **Approval date for termination by management board.**

8. **Reason for request.** (Ex: low demand, job opportunities, changing focus, program duplication, loss of funding sources, etc.)

   **Explanation:**

   * In the explanation include statements which address the impact of the termination upon remaining programs/units (if applicable). For example, a request to terminate the Department of Chemistry should also include information about the academic programs in that Department – will they be maintained or terminated as well? If maintained, where will they reside? Will the department maintaining these programs be re-named? How will this further affect the administrative structure at the institution?

9. **If collaboration with other institutions is involved, identify partners. Each participating institution must submit a separate request form.**

10. **Program/Unit Contact** (name, title, email address, telephone number)

    **Campus Head:**

    **Management Board:**

    (Append documentation to this form.)