

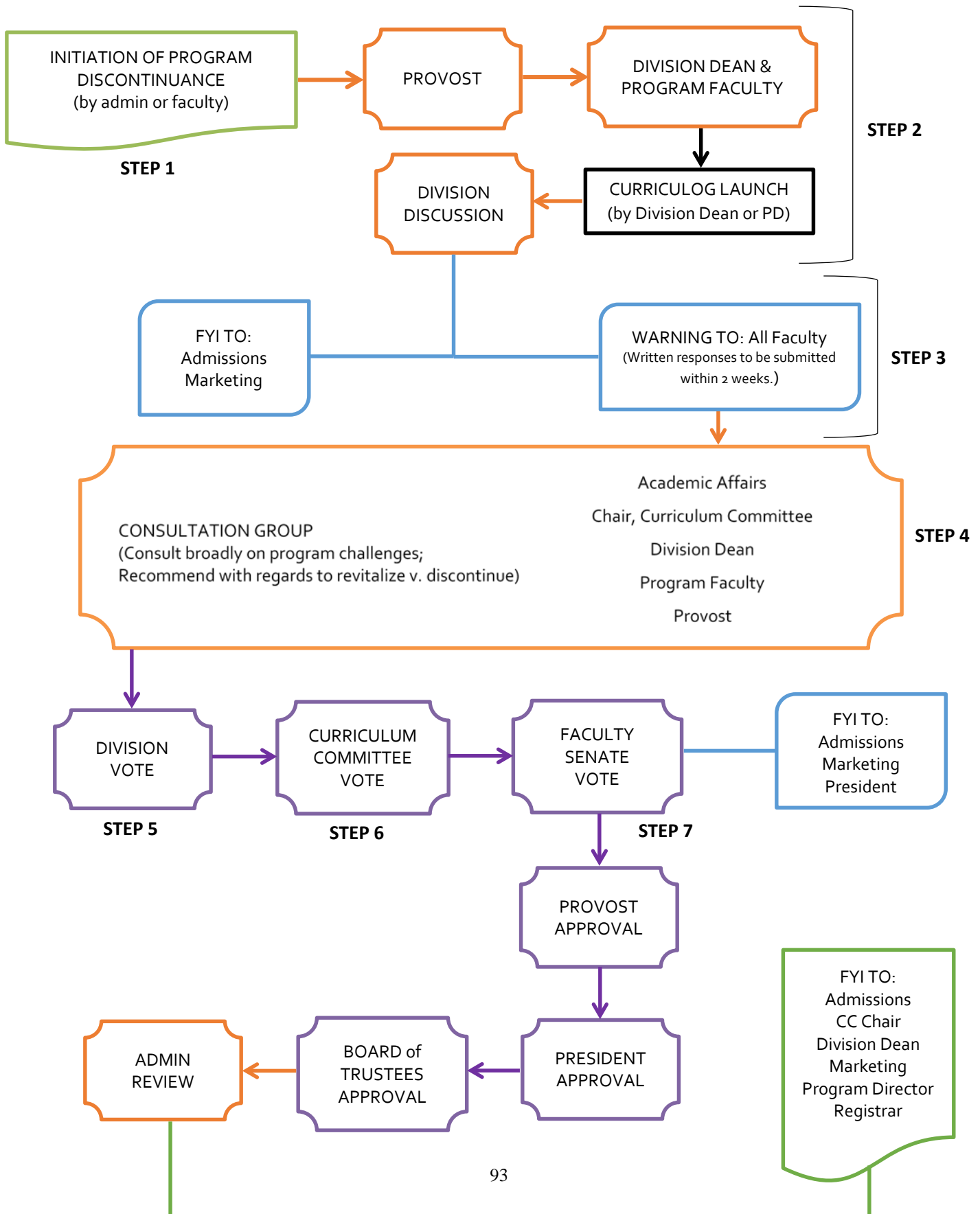
## Program Elimination

Use this form to **propose the discontinuance plan** for any **degree-granting** program. In the case of faculty impact, the Board of Trustees will first approve the program elimination itself after the appropriate discussions and deliberation outlined in the Handbook have been conducted.

Pre-existing information about the course should *first be imported* from the catalog before modifications are made. See the Curriculum form or Canvas training course for detailed instructions on importing catalog data.

Field Name	Field Description/Help Text
Type of Program	Always select "Program" unless otherwise directed; this field (mandated by software design) is not compatible with Champlain's curriculum structure.
Division	Division that "owns" the course.
Proposal Type	Choose one – Program, Minor, or Certificate.
Program Name	Give the name of the program first, followed by the degree type. Examples: Ecogastronomy, B.S., Adventure Recreation Minor, Viticulture Certificate. (Please note the necessary comma between degree name and degree type.)
Effective Semester	Please give the semester (year and term) in which students will no longer be able to choose this program.
Program Description	Provide a 1-2 paragraph description that gives both internal and external audiences a sense of the program's content area, objectives, and structure.
Program Learning Outcomes	Outcomes should be imported from the catalog prior to launch.
Rationale for Elimination	Description of the conditions under which this program is being eliminated.
List of Existing Courses	The curriculum landscape, imported from the catalog prior to launch.
List of Courses to be Eliminated	List the courses that will be removed from the catalog as a result of this program discontinuation. Note that course eliminations are proposed separately.
Sunset Plan for Current Students	Description of process and timeline for teaching out the students already enrolled in the program.
Faculty Impact?	If yes, please describe. Faculty impact includes reassignment, redefinition, and elimination of job.
Impact to College Curriculum	Please describe what impact, if any, this change will have on the curriculum as a whole - that is, how the discontinuance of this program will affect what is offered in other programs.

## PROGRAM DISCONTINUANCE



**Excerpted from Faculty Handbook section 8.3.3:**

**Step 1:** A faculty member, academic division or college administrator will initiate the Program Discontinuance process and alert the Provost of the proposal.

**Step 2:** The Division Dean will convene a meeting of all affected program faculty. All relevant variables related to the program discontinuance will be presented to the Division. The purpose of the meeting will be informational and a vote will not be taken.

**Step 3:** The Academic Affairs Committee Chair will warn the faculty that the program is under consideration for discontinuance. Parties who have concerns about the discontinuance will submit their written statement with any relevant documentation to Curriculog within two weeks of the discontinuance being warned.

**Step 4:** The Academic Affairs Committee of Faculty Senate, in conjunction with the Provost, Division Dean, program faculty and Curriculum Committee Chair will meet and provide a written, non-binding recommendation to the College to either revitalize the program or continue with the discontinuance process.

**Step 5:** The affected Division will vote on whether or not to discontinue the program(s). If the decision to proceed with discontinuance is made, the Division will develop a teach-out plan for existing students in the program.

**Step 6:** The Curriculum Committee of the Faculty Senate will vote on a teach-out plan associated with the program discontinuance.

**Step 7:** The result of these votes along with the report of the Academic Affairs Committee will be presented to the Champlain Faculty Senate who will vote on a recommendation to send to the Provost.

If the result of the process is a decision to discontinue the program, the Provost will make a recommendation to the President who will, in turn, make a recommendation to the Board of Trustees. Plans for a teach-out phase will immediately begin. The program will no longer be marketed and Admissions will cease to admit new students into the program.