

## Minor or Certificate Elimination

Use this form to **propose the discontinuance plan** for any minor or certificate. In the rare case of faculty impact, please see the policies outlined in the Faculty Handbook for program discontinuance.

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

<b>Field Name</b>	<b>Field Description/Help Text</b>
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 – Minor, Undergraduate Certificate, or Graduate 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.

# MINOR OR CERTIFICATE ELIMINATION

