REGENTS

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: **Date:**
Management Board: **Date:**

(Append documentation to this form.)