



CHAPMAN
UNIVERSITY

CLOSING UNDERGRADUATE MINOR, EMPHASIS, AREA OF STUDY, OR ACADEMIC CERTIFICATE FOR CREDIT

Academic Unit:

Program/Department:

Originator/Person Responsible for Program Proposal:

Program Name:

Please refer to the guidelines for closing a program in the *Curriculum Handbook*.

The Originator submits the “Closing an Undergraduate Minor, Emphasis, Area of Study, or Academic Certificate for Credit” form with a proposal providing the reasons for closing the program, the impact on the program/department, academic unit, and other areas affected, a teach-out plan for current students, and the position memos from the academic unit curriculum committee, and dean.

Note that closing undergraduate areas of study or emphases are done through the complex revision process and NOT through the closure process.

The proposal is sent to the Vice Provost for Undergraduate Education and Student Success (undergrad@chapman.edu) with the signed form. That office will forward the proposal and documentation to the Chair of the Undergraduate Academic Council. See next page for detail on what needs to be included in the proposal.

Closure of an undergraduate minor, emphasis, area of study, or academic certificate for credit can take place at any time, but to be included in the following year academic catalog it must be submitted by **November 15th**.

Rationale to Close an Undergraduate Minor, Emphasis, Area of Study, or Academic Certificate for Credit Program must include:

The proposal must include a description of the impact on other programs/departments/schools/colleges and address:

- Any other academic programs with requirements that are cross-listed with the program whose termination is being proposed.
- Any other academic programs with required courses that will be deleted by the closure of the minor, emphasis, area of study, or academic certificate for credit.
- a plan for teaching out the program.

Teach-out policy guidelines:

The teach-out policy must address:

- Information and process that will be put in place to notify students of the changes in the minor, emphasis, area of study, or academic certificate for credit.
- The process by which students will complete their program under the catalogs in which it was offered.
- The ability to ensure that the program can be completed—who is responsible for ensuring the offering of courses needed to complete program?
- If a new program is being offered in its place, whether or not students can bridge from old to new program without penalty, and how is this achieved?

Once approved, copies will be sent to:

- Associate Registrar for Catalog and Degree Audit
- Director of Accreditation and Assessment
- Office of Admissions
- Office of the University Registrar

Recommendations and written responses received – Checklist and Required Signatures

College/School Dean (written response required – sent to Academic Unit Curriculum Committee)	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____ Memorandum provided: Yes _____ No _____
College/School Curriculum Committee (written response required – sent to Program/Department Faculty)	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____ Memorandum provided: Yes _____ No _____
Program/Department Faculty Representative	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____ Memorandum provided: Yes _____ No _____
Vice President of Enrollment Management notified	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____
Director of Accreditation and Assessment notified (if a certificate for academic credit program is closed)	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____
Vice Provost for Undergraduate Education and Student Success	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____
Undergraduate Academic Council Chair	Approved ☐ Not Approved ☐ Print Name _____ Signature _____ Date _____