CHAPMAN UNIVERSITY

CLOSING A DEGREE PROGRAM FORM
UNDERGRADUATE/GRADUATE

Academic Unit:

Program/Department:

Originator/Person Responsible for Program Proposal:

Degree Name:

Emphasis (if applicable):

Area of Study (if applicable):

Refer to the detailed guidelines for Closing a Program in the *2024-2025 Curriculum Handbook*.

Part of the program closure process is to prepare a Preliminary Rationale for closure and share that with the dean, faculty, and provost for discussion and consideration. Consultation with Admissions and Vice President for Institutional Effectiveness and Faculty Advancement is required at this stage.

The Originator prepares a comprehensive Proposal to Close Program and submits it to the program/department faculty, college/school curriculum committee, and dean. This full proposal is an opportunity to address concerns, answer questions and provide more detailed information to all members of the program/department that may have arisen in the prior meeting, as well as provide substantive information on the reason for and process to close the program. This document becomes the primary document reviewed by members of the program/department and all subsequent reviewers.

- **The <u>Preliminary Rationale to Close Program</u> must contain:**
- An explanation of the reasoning or situation that has initiated the proposal to close the program
- A brief impact analysis the effect of the proposed closure, including:
  - Expected impact on current students
  - Expected impact on current applicants
  - Accreditation issues that will arise from program closure
  - Expected impact on all faculty, with specific attention to how current tenured faculty will be affected
  - Preliminary plans to address each of the situations above
- Discussion of economic factors that either are a part of the decision for closure or will be created by the program closure
- Discussion of how closure aligns with university strategic plan
- A clear timeline for program closure addressing deadlines for each step in the process, including any steps that need to be immediately taken depending on when the closure process is initiated, such as suspension of admission process. *In a situation in which the timeline for the decision on closure needs to be expedited for a legitimate and agreed upon reason, the proposer may ask the unit members, councils and SEB to reduce the timeline for the process as much as is possible, and still allow for faculty consultation into the closure process.*

No form is provided for the preparation of the <u>Preliminary Rationale to Close Program</u> but the originator should follow the outline above in its preparation, and attach the Preliminary Rationale to this document.

The Office of Admission and the Vice President for Institutional Effectiveness and Faculty Advancement are notified of the proposed closure and consulted in the preparation of the <u>Preliminary Rationale for Program Closure</u>, so that they may provide the Originator with information about the closure process that will need to be addressed and should be included in the <u>Preliminary Rationale</u>.

Consultation documentation is attached: ☐

Documentation of Preliminary Rationale Process

A Preliminary Rationale has been circulated to all of the following and a meeting was held on the following date:_____

Program/Department Faculty Representative	Print Name Signature_____Date
College/School Curriculum Committee	Print Name Signature_____Date
College/School Dean	Print Name Signature_____Date
Provost	Print Name Signature_____Date

The Comprehensive Proposal to Close Program must contain, at a minimum:

- An explanation of the reason for or situation that has initiated the proposal to close program, and rationale for the benefits to the university of the program closure
- Discussion of economic factors that either are a part of the decision for closure or will be affected by closure
- Discussion of how closure aligns with the University strategic plan
- A timeline for program closure, including any steps that need to be immediately taken, depending on when the closure process is initiated (such as suspension of admissions if practicable or necessary)
- A detailed impact analysis of closure, including:
  - A teach-out plan to allow current students to complete their degree program
  - A plan for notification of current applicants
  - An explanation of accreditation issues to be addressed and processes to be followed
  - The impact of program closure on other programs in terms of faculty, students, and curriculum shared with or contained within any other program(s), including on general education and interdisciplinary majors and minors, if undergraduate program
  - A discussion of how current faculty will be affected by the closure, including current part-time, full-time, tenure track and tenured faculty, and any specific plans for those faculty, specifically tenured faculty, as a result of the program closure
  - A discussion of how current staff will be affected by the closure, including current part-time, full-time, tenure track and tenured faculty, and any specific plans for those faculty, specifically tenured faculty, as a result of the program closure

- Any additional information requested or that can be provided to assist the program/department faculty, academic unit curriculum committee, dean, councils, senate executive board, faculty senators and provost to understand the reason for the proposal to close the program and impact of the closure.
- For interdisciplinary program, co-sponsored between academic units, a vote and signature are required from the program/department faculty representatives, academic unit curriculum committees, and deans from each sponsoring academic unit. Note that additional sheets may be added to this form.

The signed Proposal to Close Program Cover Sheet is to be submitted with copies of the Preliminary Rationale and the final Proposal to Close Program to the

- Office of the Vice Provost for Graduate Education GradEd@chapman.edu
- Or
- Office of the Vice Provost for Undergraduate Education UndergradEd@chapman.edu.

Filing Deadline is December 1.

Contact the appropriate office with questions on content or timeline.

Review Process: Recommendations and written responses – Checklist and Required Signatures

Representative of Program/Department Faculty	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____ Memorandum provided: Yes____ No____
College/School Curriculum Committee	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____ Memorandum provided: Yes____ No____
College/School Dean	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____ Memorandum provided: Yes____ No____

Recommendation – Checklist and Required Signatures

Undergraduate/Graduate Academic Council	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____
Long Range Planning Council	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____
Senate Executive Board	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____
Faculty Senate	Recommended ☐ Not Recommended ☐ Print Name _____ Signature _____ Date _____

Final Action – Checklist and Required Signature

Provost*	Approve ☐ Not Approved ☐	
	Print Name	
	Signature	Date

*The Provost will notify the following of the final decision:
- President of the Faculty Senate
- Program/Department Faculty
- Dean for academic unit
- Vice Provost for Undergraduate/Graduate Education
- Vice President for Institutional Effectiveness and Faculty Advancement
- Associate Vice Provost for Assessment and Student Success
- Vice President for Enrollment Management
- Admission Office
- University Registrar (on closure only)
- Vice President of Strategic Marketing and Communication (on closure only)
- Executive Vice President/Chief Operations Officers (on closure only)
- Legal Affairs (on closure only)
- Board of Trustees (on closure only)