



CHAPMAN  
UNIVERSITY

# CLOSING A MINOR, EMPHASIS, AREA OF STUDY, AREA OF SPECIALIZATION, CREDENTIAL, OR ACADEMIC CERTIFICATE FOR CREDIT PROGRAM FORM UNDERGRADUATE/GRADUATE

Academic Unit:

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Program/Department:

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Originator/Person Responsible for Program Proposal:

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Program Name:

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Please refer to the guidelines for closing a program in the *2024-2025 Curriculum Handbook*.

The Originator submits the “Closing a Minor, Emphasis, Area of Specialization, Area of Study, Credential, 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 Graduate or Undergraduate Education ([UndergradEd@chapman.edu](mailto:UndergradEd@chapman.edu) or [GradEd@chapman.edu](mailto:GradEd@chapman.edu)) with the signed form. That office will forward the proposal and documentation to the Chair of the Undergraduate or Graduate Academic Council. See next page for detail on what needs to be included in the proposal.

Closure of a minor, emphasis, area of specialization, area of study, credential, 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 **December 1<sup>st</sup>**.

**Rationale to Close a Minor, Emphasis, Area of Specialization, Area of Study, Credential, 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 specialization, area of study, credential, 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 specialization, area of study, credential, 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
- Associate Vice Provost for Assessment and Student Success
- 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)	<div style="display: flex; justify-content: space-between;"> <span>Recommended <input type="checkbox"/></span> <span>Not Recommended <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div> Memorandum provided: Yes _____ No _____
College/School Curriculum Committee (written response required – sent to Program/Department Faculty)	<div style="display: flex; justify-content: space-between;"> <span>Recommended <input type="checkbox"/></span> <span>Not Recommended <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div> Memorandum provided: Yes _____ No _____
Program/Department Faculty Representative	<div style="display: flex; justify-content: space-between;"> <span>Recommended <input type="checkbox"/></span> <span>Not Recommended <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div> Memorandum provided: Yes _____ No _____
Vice President of Enrollment Management notified	<div style="display: flex; justify-content: space-between;"> <span>Recommended <input type="checkbox"/></span> <span>Not Recommended <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div>
Associate Vice Provost for Assessment and Student Success notified (if a certificate for academic credit program is closed)	<div style="display: flex; justify-content: space-between;"> <span>Recommended <input type="checkbox"/></span> <span>Not Recommended <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div>
Vice Provost for Undergraduate/Graduate Education	<div style="display: flex; justify-content: space-between;"> <span>Recommended <input type="checkbox"/></span> <span>Not Recommended <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div>
Undergraduate/Graduate Academic Council Chair	<div style="display: flex; justify-content: space-between;"> <span>Approved <input type="checkbox"/></span> <span>Not Approved <input type="checkbox"/></span> </div> <hr/> Print Name _____ <hr/> <div style="display: flex; justify-content: space-between;">                 Signature _____                 <span>Date _____</span> </div>