

**ACADEMIC PROGRAMS:
REQUESTING DISCONTINUATION of a DEGREE PROGRAM
(Major, Minor, Specialization, Graduate Certificate)**

Overview

For an academic unit to recommend discontinuation of an academic program, a request for discontinuation must be completed. The effective semester for the discontinuation must be a semester subsequent to the end semester for the previously requested moratorium.

As academic units plan, every effort must be made to lessen the negative impact on students. It is the responsibility of each academic unit to notify affected students appropriately. Furthermore, it is important for the unit to ensure the timely offering of essential courses in the degree program so current students can complete their requirements before the effective semester of the discontinuation.

To assist academic units with the establishment of an appropriate effective semester for discontinuation, the Office of the Provost provides data such as the number of students admitted to the degree program within the last two years and, for graduate programs, their time limit to degree.

Procedures for Requesting a Discontinuation

1. Submit the Request for a Discontinuation in an Academic Program form available at: <http://www.reg.msu.edu/Forms/FormsMenu.asp>.

Step-by-step instructions for completing this form are available at: <http://www.reg.msu.edu/Read/UCC/discontinuationinstructions.pdf>.
2. Upon receipt, the University Curriculum and Catalog Office routes the request for consultation to the appropriate academic governance committee, i.e. the University Committee on Undergraduate Education (UCUE) for undergraduate programs or the University Committee on Graduate Studies (UCGS) for graduate programs.
3. Upon receipt of email notification of the UCUE or UCGS consultation, the University Curriculum and Catalog Office forwards a copy of the Request for a Discontinuation in an Academic Program form along with a UCUE or UCGS recommendation to the Provost or Executive Vice President for Health Sciences for approval or disapproval.
4. Provost or Executive Vice President for Health Sciences consults with President and makes determination.
5. Provost or Executive Vice President for Health Sciences sends a memorandum indicating approval or disapproval to the Dean with a copy to the President, Department Chairperson, and Steering Committee Chairperson.

6. If the Provost or Executive Vice President for Health Sciences approves the discontinuation, the Provost or Executive Vice President for Health Sciences sends a memorandum to the University Committee on Curriculum requesting action on the request to delete the program's curriculum, degree requirements, and specified courses.
7. The University Committee on Curriculum acts and requests inclusion of the "Report of the UCC to the Faculty Senate" on the next Faculty Senate agenda for approval of deletion of the program's curriculum, degree requirements and specified courses.
8. Provost or Executive Vice President for Health Sciences sends discontinuation notice to Statewide Academic Program Review.
9. The University Curriculum and Catalog Office updates the *Academic Programs* catalog including the effective semester. Office of the Provost staff end the coding in the Student Information System (SIS). Departments are notified via email when the updates in the *Academic Program* catalog are complete.

All original Request for a Discontinuation in an Academic Program forms are filed in the University Curriculum and Catalog Office. A list of *approved* discontinuation requests is available at: <http://www.reg.msu.edu/ucc/whatsnew.asp>.