

## Discontinuance of an Academic Program Checklist

(Developed to be used in conjunction with "Discontinuance of an Academic Program" (DAP) policy  
Motion #5-0506 February 2006)

### Part A. Identification of Programs to be Considered for Discontinuance

Name of Program \_\_\_\_\_

Proposer of Discontinuance: \_\_\_\_\_

(may be Faculty, Academic Chairs, Academic Departments,  
Interdisciplinary or Interdepartmental Program Directors,  
Provost/AVP, Dean)

Date of Notification to the Program Dean: \_\_\_\_\_

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### Part B. Relevant Identifying Criteria

Were criteria other than Enrollment-Based, Financial-Based or Quality-Based (as listed in sections B.1 of the DAP Policy) used in the determination of program retirement? \_\_\_\_\_ No \_\_\_\_\_ Yes

if yes, date of consultation with Faculty Senate, and list of other criteria used: \_\_\_\_\_  
Date of Faculty Senate Consultation

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### Part C. Review Process

1. Date program discontinuance proposal submitted to home Dean: \_\_\_\_\_
2. Date of home Dean consultation with Chair(s) and/or Program Director(s) and Faculty of Department(s): \_\_\_\_\_
3. Date of Dean notification to Department Chair(s) and/or Program Director(s) and to Dean's Conference that program will be considered for discontinuance: \_\_\_\_\_
4. Date of response by Chair(s), Program Director(s) or designee with collaboration of department faculty to program discontinuance notification: \_\_\_\_\_  
(within 60 days of notification by Dean)  
(May include relevant information listed in C.2.d (i-vi))
5. Date of relevant Dean(s) summary report to Provost with copy to Chair(s) or Program Director(s): \_\_\_\_\_
6. Date of presentation of case to Provost's Compliance and Academic Policy Committee (PCAPC): \_\_\_\_\_
7. PCAPC recommendation: \_\_\_\_\_
8. Date of submission of program discontinuance to Faculty Senate Curriculum Board:  
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