

ACADEMIC DEGREE PROGRAMS: REQUESTING A DISCONTINUATION (disbandment)

Overview

For an academic unit to recommend discontinuation of a degree program, a request for discontinuation must be completed and the effective term must be the term subsequent to the end term of the moratorium previously requested. To minimize the negative impact on students and to assist academic units with the establishment of an appropriate effective term for discontinuation, the Office of the Registrar 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 (Disbandment)

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>.

Note: It is the responsibility of each academic unit to notify the 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 degree requirements before the effective term of the discontinuation.

2. Upon receipt, the University Curriculum and Catalog Office will route the request for consultation to the appropriate academic governance committee, i.e. the University Committee on Academic Policy (UCAP) for undergraduate programs or the University Graduate Council (UGC) for graduate programs.
3. Upon receipt of email notification of the UCAP or UGC consultation, the University Curriculum and Catalog Office will forward a copy of the Request for a Discontinuation in an Academic Program form along with a UCAP or UGC recommendation to the Provost for approval or disapproval.
4. Provost makes determination.
5. If the discontinuation is approved by the provost, the program is sent to the University Committee on Curriculum (UCC) to approve or reject changes in the program's courses, curricula, and degree requirements for recommendation to the Provost via the Report of the UCC to the Academic Council.
6. Upon receipt of the Report of the UCC to the Academic Council, the Provost will make a recommendation to Academic Council for the discontinuation of the degree program.
7. Provost makes determination based on Academic Council action.

8. Provost sends discontinuation/disbandment notice to Statewide Academic Program Review.
9. The University Curriculum and Catalog Office updates the *Academic Programs* catalog including effective term. Office of the Registrar staff ends 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. All *approved* discontinuation requests are available at: <http://www.reg.msu.edu/ucc/whatsnew.asp>.