

PROGRAM CLOSURE

no longer admitting students to the academic program

CHECKLIST

STEP #1 - Schedule a consultation with Jennifer Wies and Dana.

STEP #2 - Email Dana (copy Michele) with:

- Description of proposed changes
- Requested date to be presented at CCC

STEP #3 – AFTER Dana and Jennifer’s feedback, prepare materials:

- Program Closure Proposal
- Teach-Out Plan
- Substantial Curriculum Change Form
- Recorded Department Committee Approval Vote

STEP #4 – Send materials to Michele as attachments to a single email by CCC materials due date.