

Program Termination Checklist

[insert name of program]

Phase I:

- Research the program of study for all students currently enrolled in program and design a reasonable deadline for degree completion for all current students. Plan course offerings accordingly.
(Complete this information here and after each item below)
- Notify affected program faculty of impending layoff and timing based on reasonable program completion for existing students (both verbally and in writing).
- Meet with students to discuss program completion deadlines, course scheduling and options.
- Notify all internal curriculum committee and Faculty Senate of impending program closure.
- Notify Faculty Union (where applicable).
- Notify public advisory committee for program (where applicable).
- Submit Notice of Intent for publication I Board of Regents Agenda at least 60 days prior to requested date for termination. The purpose here is to ensure adequate public notice.

Phase II:

- Notify high school counselors, feeder colleges, and other institutions.
- Submit new catalog copy indicating planned program closure and ensuring current students they will be able to complete their program within a reasonable deadline.
- File Level I request for Program Termination and documented checklist with Office of Commissioner of Higher Education.
- Level I Memo published to the Board of Regents and Montana University System.

