



UCCS CAMPUS PROCEDURE

Procedure Title: Program Discontinuance Procedure

Related Policy: 200-014 Program Discontinuance

Jennifer Sobanet

Jennifer Sobanet (Feb 2, 2026 11:31:16 MST)

Functional Area: **ACADEMIC**

Effective: **January 30, 2026**

Procedure Primary Contact: **Office of the Provost (719) 255-3700**

The discontinuance review procedure, outlined below, has two parts, an Initial Request Procedure and then the Review Procedure. If a program is determined to be discontinued, the “Implementing Program Discontinuance” procedure, outlined below will be followed. These Procedures apply only to “programs” as defined in Policy 200-014 (degree programs and academic units). Tracks, emphases, options, minors, and certificates are not considered “programs” for purposes of this policy and procedure and are instead addressed through other curricular or policy processes.

I. INITIAL REQUEST PROCEDURE

A request (Request) to initiate the program discontinuance review process must be submitted in writing to the provost. The initial formal written request for an program discontinuance may be sent to the chancellor and the provost from: a dean; the campus program review committee; the president; the Board of Regents; or may be initiated by the chancellor or provost. Requests may also come from a department or a chair with concurrence of the dean. If a Request is initiated, the dean of the school or college which houses the program in question will be notified and asked to comment on the Request. The Graduate School Dean does not have a separate approval role in the discontinuance process; graduate program perspectives are represented through faculty membership on the FPDC (via the GEC-selected faculty representative). The discontinuance review process cannot continue without the consent of the chancellor or provost.

A. Components of the Initial Request shall include at a minimum the following:

1. Name of the program.
2. Names and titles of persons submitting the Request.
3. Rationale for Request; this must include the educational, strategic realignment, resource allocation, financial reasons, or combination of reasons. (See APS 1015 and its Appendix A for examples).
4. Data or other relevant metrics associated with the Request.
5. Anticipated number, rank of faculty (by type), staff, and students possibly affected.

6. Comment by the dean (if the Request is generated at a level below the dean); comments by both deans (if the Request is generated by another school or college); comments by both deans (or unit head if there is not another dean) when faculty in the program hold their tenure or appointment in another academic unit.
7. Reference to any formal planning document(s) that cite the program, e.g. an academic master plan.

II. REVIEW PROCEDURE

Upon receipt of an Initial Request for program discontinuance from the campus level, the chancellor may reject it as unwarranted by notice to the requestor(s). In all other cases, the chancellor or their designee (e.g. provost) shall promptly notify all faculty and staff members in the affected academic unit(s), Faculty Assembly, and the broader campus that a program discontinuance review is being initiated.

Following a decision to initiate a program discontinuance review process, the chancellor or their designee (e.g. provost) shall convene a faculty review committee (the “Faculty Program Discontinuance Committee” or “FPDC”) to undertake a review and submit a written report with its determination. The Committee shall collect information to ascertain whether the grounds for discontinuance, as stated in the Request, are warranted. The FPDC and the faculty and staff from the affected program will have access to the Initial Request for Discontinuance. In carrying out their charge, the Committee shall take input from the faculty members of the program recommended for closure, the chair and dean, and from other faculty members, students, and administrative units affected by the possible closure. All faculty, staff, and students of the academic unit will have up to 30 calendar days to read the Initial Request for Discontinuance and to present written evidence or arguments related to the potential discontinuance. The Committee will make a determination on whether there are grounds for discontinuance and will prepare a written report of its findings and a recommendation for the provost and chancellor.

A. Faculty Program Discontinuance Committee Composition

1. One faculty member selected from and by each school or college or library, who are not currently serving as chairs, directors, deans or vice chancellor.
2. One faculty member selected by the affected program under review, but not from that program, who are not currently serving as chairs, directors, deans or vice chancellor.
3. A representative selected by Faculty Assembly.
4. A faculty representative selected by the GEC representing graduate programing.
5. None of the FPDC members can be from the affected program.
6. The FPDC will select its own chair.

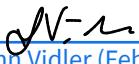
B. FPDC Responsibilities

1. The FPDC will collect information in making its recommendation as to whether there are sufficient grounds, as contained in Regent Policy 4.B.4, APS 1015, and UCCS Policy 200-014, to justify discontinuance.
2. The FPDC will review the request and shall take input from the members of the program recommended for closure, the chair and dean, and from other faculty, students, and administrative units affected by the possible closure. Alumni of the affected program may share input. The faculty members of the academic unit shall have the right of reasonable participation in all phases of the review process. The review process shall be transparent

3. The FPDC Committee should function as a neutral, confidential body and carefully consider the Request and all relevant information. The underlying presumption is that all Committee discussions and deliberations are private, to be shared only with individuals who “need to know” in order to assist in the review. The final report (and minority report, if applicable) will not be confidential. It is expected that faculty representatives will share non-confidential information with their faculty.
4. FPDC Committee members will use all available qualitative and quantitative corresponding to the **Program Closure Considerations in APS 1015, Appendix A**, which is adopted by reference in the policy, to make a recommendation. The FPDC report will generally be organized around these considerations.
5. A quorum will be defined as 90% of members. A super majority (at least 2/3) is required to support the recommendation to discontinue a program.
6. Committee members not supportive of the recommendation may choose to develop a minority report. It must be developed on the same timeline as the recommendation and it will also be forwarded to the chancellor, provost, and Faculty Assembly president, along with the recommendation.
7. The Committee will act in accordance with University policies and Code of Conduct regarding Conflicts of Interest, Responsible Conduct and Ethical Requirements.
8. The FPDC committee can consult additionally with the provost, as needed.
9. The Committee chair shall submit its report with its determination to the chancellor, provost, and Faculty Assembly president within 90 days of convening. Unless otherwise specified at the time the FPDC is convened, the 90-day timeline is calculated using calendar days, including summer months, while allowing for administrative discretion if adjustments are communicated. Written evidence or arguments provided to the committee by faculty, staff, or students must be submitted with the committee report.
10. Post-report submission procedure:
 - i. The Chancellor reviews the FPDC report recommendation.
 - ii. The Chancellor may decide not to proceed with a discontinuance even if the FPDC recommends discontinuance.
 - iii. Only cases approved by both the FPDC and the chancellor are forwarded to the Board of Regents.
 - iv. The Provost and Faculty Assembly President receive the report but do not approve it (except in the conflict-of-interest scenario already described in the policy).

III. RELATED RESOURCES

- A. Administrative Policy Statement 1015
- B. UCCS Policy 200-014 Program Discontinuance


Lynn Vidler (Feb 2, 2026 11:07:26 MST)

Approved by Provost

Tia Grigg

Approved for Legal Sufficiency

Procedure Program Discontinuance

Final Audit Report

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