

## UCCS CAMPUS PROCEDURE

**Procedure Title: Program Discontinuance Procedure**

**Related Policy: 200-014 Program Discontinuance**

**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-Initial r~~Request ~~p~~Procedure and ~~then a the review p~~Procedure. ~~If a program is determined to be discontinued, the~~ "Implementing

~~Program-Discontinuance" procedure, outlined below will be followed. These Procedures-procedures~~ apply only to "programs" as defined in Policy 200-014 (degree programs and academic units). Tracks, emphases, options, minors, and certificates ~~that do not offer a degree~~ 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 may initiate a program discontinuance review. Other members of the campus may submit a request to the dean of the affected program to consider discontinuing a program. The dean will comment on the request and, if the dean concurs, will forward the request to the provost or chancellor.~~

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

1. Name of the program.
2. Names and titles of ~~persons~~people submitting the Requestrequest.
3. ~~Rationale for Requestrequest (see APS 1015, Appendix A for examples); this must include the educational, strategic realignment, resource~~
3. ~~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~~ ~~r~~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~~ ~~recommendation~~. The ~~Committee~~ ~~FPDC~~ shall collect information to ascertain whether the grounds for discontinuance, as stated in the ~~Request~~ ~~request~~, are ~~warranted~~ ~~justified~~. The FPDC and the faculty and staff from the affected program will have access to the ~~initial~~ ~~initial~~ ~~r~~Request for ~~d~~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~~ ~~r~~Request for ~~d~~Discontinuance and to present written evidence or arguments related to the potential discontinuance. The ~~FPDC~~ ~~Committee~~ will make a ~~determination~~ ~~recommendation~~ on whether there are grounds for discontinuance and will prepare a written report of its ~~findings and that~~ 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 ~~is~~ ~~are~~ not currently serving as ~~a~~ chairs, directors, deans, or vice chancellor. ~~Selection is a collaborative decision with the chancellor (or designee) and the college or library faculty governance.~~
2. One faculty member selected by the affected program under review, but not from that program, who ~~is~~ ~~are~~ not currently serving as ~~a~~ chairs, directors, deans, or vice chancellor. ~~Selection is a collaborative decision with the chancellor (or designee) and the affected program's college or library faculty governance.~~
3. A representative selected by Faculty Assembly.
4. A faculty representative selected by the ~~Graduate Executive~~ ~~C~~Committee (GEC) representing graduate programming ~~only when the program being considered for discontinuance is a graduate program. The GEC may elect to not include a representative due to the representation guaranteed in § II.A.2.~~
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 considering the ~~r~~Request and all relevant information. The underlying presumption is that all ~~Committee~~ FPDC discussions and deliberations are ~~privatesensitive, to be shared only with individuals who~~ "need to know" in order to assist in the review and should not be widely shared. 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 ~~c~~Committee members will ~~may~~ use all available ~~qualitative and quantitative data~~ corresponding to include the ~~non-exclusive list of factors in the p~~Program Closure discontinuance ~~c~~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 is required for formal action to be taken by the FPDC, A quorum will be which is~~ defined as 90% of ~~FPDC~~ members. A super majority, ~~which is at least 2/3 of the quorum present,~~ is required to support the recommendation to discontinue a program. ~~Regular FPDC business does not require a quorum, e.g. receiving input or testimony.~~
  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 ~~and~~, provost, ~~and Faculty Assembly president~~, along with the recommendation.
  7. The ~~FPDC~~Committee will act in accordance with ~~all U~~university policies, ~~including APS 2027~~ 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~~FPDC chair shall submit its report with its ~~determination recommendation~~ to the chancellor, ~~r~~ 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 ~~and agreed upon by the FPDC and chancellor~~. 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 ~~c~~Chancellor reviews the FPDC report recommendation.
    - ii. The ~~c~~Chancellor may decide not to proceed with a discontinuance, even if the FPDC recommends discontinuance, ~~and consideration of the program discontinuance ends.~~
    - iii. ~~The chancellor may decide to proceed with discontinuance, even if the FPDC does not recommend discontinuance, and provide a report and final recommendation in accordance with APS 1015 § III.A.5.~~
    - ii.—
    - 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