



UCCS CAMPUS PROCEDURE

Procedure Title: Program Discontinuance Procedure

Related Policy: 200-014 Program Discontinuance

Functional Area: ACADEMIC

Effective: May 22, 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 a review procedure. These 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

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 request shall include at a minimum the following:

1. Name of the program.
2. Names and titles of people submitting the request.
3. Rationale for request (see APS 1015, Appendix A for examples).

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 recommendation. The FPDC shall collect information to ascertain whether the grounds for discontinuance, as stated in the request, are justified. The FPDC and the faculty and staff from the affected program will have access to the initial request for discontinuance. 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 FPDC will make a recommendation on whether there are grounds for discontinuance and will prepare a written report of its recommendation for the provost and chancellor.

A. Faculty Program Discontinuance Committee Composition

1. One faculty member selected from and by each college or library, who is not currently serving as a chair, director, dean, 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 not currently serving as a chair, director, dean, or vice chancellor. Selection is a collaborative decision with the chancellor (or designee) and the affected program.
3. A representative selected by Faculty Assembly.
4. A faculty representative selected by the Graduate Executive 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 should function as a neutral body carefully considering the request and all relevant information. The underlying presumption is that all FPDC discussions and deliberations are sensitive 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 committee members may use all available data to include the non-exclusive list of factors in the program discontinuance 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, which is defined as 90% of FPDC members. A super majority, which is 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, along with the recommendation.

7. The FPDC will act in accordance with all university policies, including APS 2027 “Code of Conduct.”.
8. The FPDC can consult with the provost, as needed.
9. The FPDC chair shall submit its report with its recommendation to the chancellor, provost, and Faculty Assembly president within 90 days of convening. Unless otherwise specified at the time the FPDC is convened, the 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 chancellor reviews the FPDC report recommendation.
 - ii. The chancellor makes an independent decision and provides a final recommendation in accordance with APS 1015 § III.A.4 - 5.

III. RELATED RESOURCES

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