**Proposal to Terminate a Program**

1. All impacted credentials, levels and categories of the degree, and specific discipline or field of study

2. Location of the program

3. Faculty(ies), Department(s), or School(s) offering the program

4. Anticipated final dissolution date

5. Reasons for termination of the program, such as:

* Insufficient financial resources
* Lack of enrollment demand
* Curricular issues

6. Plan for phasing-out of program, including

1. Steps taken to consult with students
2. Steps taken to consult with impacted instructors and staff
3. Steps taken to ensure students in the program have the opportunity to
4. complete the program
5. Description of the reallocation of any remaining program and
6. associated resources when program is terminated
7. Confirmation of consultation with other impacted departments and
8. Faculties
9. Impacts on and/or reorganization of curriculum in cognate disciplines
10. Timeline of activities

7. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed)