

# Program of Study Discontinuation

**Program of Study Title:** Click or tap here to enter text.

**Degree/Certificate Awarded:** Choose an item.

**Curriculum Code:** Click or tap here to enter text.

Before a degree or certificate is discontinued, the program should identify the students with that major and review their academic history to determine what is needed for those students to complete the degree/certificate. This should include the number of credits needed, and the program credits vs. General Education credits.

Teachout periods are up to three years beginning with the first semester following the first year of the last published pathway. For example, if the last published pathway is Fall 2020 – Summer 2025, the teachout period would be Fall 2021-Summer 2024.

In the future, if it is determined that the full teachout period is not needed for a certificate because students have completed the certificate and/or transferred to another major, please notify the Director of Academic Operations and the Senior Director of Financial Aid and Title IV Compliance of this change.

Please attach a copy of the pathway and complete the following sections:

## General Information

**Division representative submitting the ticket:** Click or tap here to enter text.

**Person(s) requesting the discontinuation:** Click or tap here to enter text.

**Program Review Area:** Click or tap here to enter text.

**Division**: Choose an item.

**How were all program faculty members notified of this proposal for this course?**

Click or tap here to enter text.

Has this been approved by the Dean?

Yes  No

If yes, Dean’s Name and Date of approval:

Click or tap here to enter text.

**Proposed effective year of discontinuation:** **Fall** Click or tap here to enter text.

## Program Information

**Reason for discontinuation.** *Please include data, including the number of students currently enrolled in the program of study.*

Click or tap here to enter text.

**Does this discontinuation affect K-12 Operations?**

Yes  No

*If yes, please contact the Director of K-12 Operations to ensure that the teachout period is appropriate.*

**List courses which will be cancelled as a result of the discontinuation of the certificate/degree:**

Click or tap here to enter text.

**Impact on other programs:** *(If none, put n/a)*

Click or tap here to enter text.

**Impact on staffing:** *(If none, put n/a)*

Click or tap here to enter text.

## Teachout Plan

Teachout plan for assisting students currently enrolled in the certificate/degree. Attach a copy or describe in detail including the last semester of the teachout period. The plan should include how and when students will initially be notified of the discontinuation and reminders during the teachout period.

At the end of the teachout period, if there remain non-completers within that major, can those students be moved to another similar major with the same degree/certificate level?

Yes  No

If yes, for occupational degrees/certificates, the move must be to another occupational major. If another major exists, please identify the title and curriculum code.

Click or tap here to enter text.

**Resources released:**

**Personnel:**  Click or tap here to enter text.

**Technology:**  Click or tap here to enter text.

**Space:**  Click or tap here to enter text.

**Other:**  Click or tap here to enter text.

## Attachments

Upload copy of pathway, data information, and other supporting documents (if multiple files are to be provided, please upload a ZIP folder).

### AA Office Use Only:

|  | Status | Initials | Date |
| --- | --- | --- | --- |
| 1. | Submitted 5-star Ticket |  |  |
| 2. | Reviewed and approved by Dean |  |  |
| 3. | Reviewed and approved by Curriculum Committee |  |  |
| 4. | Reviewed and approved by Academic Senate |  |  |
| 5. | Reviewed and approved by Provost/designee |  |  |

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The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.