I. **PURPOSE & INTENT**

The University of South Florida Board of Trustees (USF BOT) has the responsibility and authority to approve termination of degree programs at the bachelor’s, master’s, advanced master’s, and specialist level in accordance with BOG Regulation 6C-8.012 (1) and subsection (2). Upon termination of a degree program, the University will notify the Board of Governors, Office of Academic and Student Affairs within four weeks of the University Board of Trustees decision.

The University of South Florida Board of Trustees (USF BOT) has the responsibility and authority to recommend termination of degree programs at the professional and doctoral level to the Board of Governors in accordance with BOG Regulation 6C-8.012 (1) and subsection (2). In its request for termination of a program the University will provide documentation that it has followed its established policies, including those related to faculty affected by program termination, and that there is a plan in place to accommodate any students who are currently active in the program.

II. **STATEMENT OF POLICY**

Reasons for terminating programs may include but are not limited to the following:

- Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the Institution.
• The program is no longer aligned with the mission or strategic goals of the Institution, the USF System, or the Board of Governors.

• The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.

Colleges and departments wishing to terminate degree programs will make a good faith effort to assist affected students, faculty, administrative and support staff so that they experience a minimal amount of disruption in the pursuit of their course of study or professional careers. In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their programs should be advised by faculty or professional counselors regarding suitable options including transfer to comparable programs. Arrangements should be made to reassign faculty and staff or assist them in locating other employment.

A college or department wishing to terminate a program will prepare a proposal that includes, at a minimum:

• A justification for program termination;

• A plan to accommodate any students or faculty who are currently active in a program that is scheduled to be terminated; and

• A process for evaluation and mitigation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the faculty and students.

Deans will submit proposals for program terminations to the appropriate faculty council for approval. Once faculty council approval is obtained, proposals will be forwarded to the institutional chief academic officer for advancement to
Academic Program Council (APC), which may then recommend that the USF Board of Trustees (through the APC) either authorize termination (in the case of bachelor’s, master’s, advanced master’s, and specialist programs) or recommend that the Board of Governors authorize termination (in the case of professional and doctoral programs). The termination process is administered by the Office of Institutional Effectiveness, Academic Planning and Review (OIE).

*Current Responsible Office: Academic Affairs*

*Refer to the appropriate Responsible Office website for a current name of the Vice-President or other Responsible Officer.*