ACADEMIC PROGRAM TRANSFER, MERGER, OR DISBANDMENT

MOST IMPORTANT THINGS TO REMEMBER

- PROGRAM QUALITY
- FACULTY AND STAFF ISSUES
- STUDENT ISSUES
- ACADEMIC PROGRAM CHANGE PROCESS
- CONSULTATION AND COMMUNICATION
- CROSS-UNIVERSITY IMPACTS
- ALUMNI AND EXTERNAL STAKEHOLDERS
- SYSTEMS AND SECURITY AUTHORIZATION CHANGES
- TRANSITIONAL ARRANGEMENTS: STUDENTS, PROGRAM, BUDGET
- UNIVERSITY DEVELOPMENT CONNECTIONS

TEMPLATE FOR ACADEMIC PROGRAM TRANSFER, MERGER, OR DISBANDMENT

This document outlines the steps to be followed in re-structuring academic programs. Major steps and actions are highlighted by bold-print text. Links to University policy documents are included at relevant places.

Academic unit (e.g., centers, laboratories, institutes) reorganization or elimination proceeds by request to the Provost from the Dean after appropriate consultation. The Provost decides whether to forward to the Executive Committee of Academic Council (ECAC) for information only or for recommendation for further consultation. Final action on unit change is recommended by the Provost to the President.

I. Dean/Provost Discussions

II. Preliminary Proposal Content
   a. Provide rationale: based on consideration that includes
      1. state/national needs and priorities
      2. institutional mission and priorities
      3. program quality
      4. faculty, staff, student considerations
      5. financial considerations
      6. value of alternative use of resources

      The decision may turn on one or more of these elements. For detail, see http://www.reg.msu.edu/Read/UCC/disband.htm

   b. Specify actions to be taken: unit(s) affected
      - Degree programs/levels
      - Auxiliary facilities/centers
      - Timeline

      (N.B.: timelines for student impacts, faculty/staff impacts, budget phasing, and curricular phasing will differ.)

III. Initial Consultation/Notification [may be undertaken simultaneously]

   Within the College
   Faculty and academic staff of affected unit
   Students enrolled in program
   Non-academic staff
   Chairs and Directors
   Designated governance groups, including:
      Faculty Advisory Committee
      Student Advisory Committee(s)

   External to the College
   Other affected units (courses, program collaboration)
   Human Relations
   University Advancement
   Other advisory councils
   and key stakeholders
IV. Revised Proposal

- **Discussions** with unit faculty and academic staff, chairs, designated governance committees (Faculty Advisory Committee, Student Advisory Committee)
- **Preliminary notification**/consultation with specialized accrediting agencies, as required

V. Submission of proposal to Provost—review and submit to Executive Committee of Academic Council

If merger or disband, ECAC may recommend review by:

- University Committee on Academic Policy (undergraduate)
- University Graduate Council (graduate)
- University Committee on Faculty Affairs (faculty impact)

VI. Process:

a. **Send following documents** to University Curriculum and Catalog Office for routing to University Committee on Academic Policy or University Graduate Council. Documents should demonstrate adequate consultation, consideration of impacts on students, impacts across the University. (For information and forms, see [http://www.reg.msu.edu/ucc/ucc.asp](http://www.reg.msu.edu/ucc/ucc.asp))
   1. If **disbandment** is under consideration, process a request for moratorium in an academic program form ([http://www.reg.msu.edu/Forms/FormsMenu.asp](http://www.reg.msu.edu/Forms/FormsMenu.asp))
   2. If **reorganization** necessitating time for major program change, request for moratorium on admission
   3. If **disbandment or merger**: log of meetings and discussions; note any impact of input on plan.
   4. **Questions to be addressed** in cover memo or plan:
      - **What is the impact on students:**
        - Plan for program completion, as defined or with alternatives
        - Notification and advising process
        - Handling of existing commitments (scholarships, fellowships)
      - **What are the dates**: time limits for completion and re-admission; program/degree closure
      - **What are the impacts on other affected units:**
        - Projected end dates for courses
        - Auxiliary operations with relationship to others

b. **Committees convey advice to Provost**

VII. Provost response triggers following governance actions:

a. **Unit submits requests** through the University Curriculum and Catalog Office for change in the common unit code and/or subject code (formerly known as alpha code), if merger or transfer requires.

b. **UCC alert** to Enterprise Information Stewardship, Administrative Information Services (AIS), Office of Admissions (OA), the Office of the Registrar (RO); these offices act to inform and facilitate changes as process proceeds.

c. **Unit submits** catalog text changes, program and course requests to UCC:
   1. If **program disbandment**: end dates for courses and programs imperative, taking into account obligations to students enrolled. Consider need for transition period permitting degree completion even after last offering of courses.
   2. If **unit transfer or merger**:
      - Start date for new arrangement is imperative
      - End date for degrees, re-admission, under prior program
      - Review/change college-based requirements as needed
      - Clarify unit responsibility for degree certification and effective term
      - College responsible for notification of students and for re-coding students, as necessary.

d. **UCC does global search** to identify impact on other courses or programs and notifies affected colleges/units

e. **University Committee on Curriculum (UCC) action**: report forwarded to Academic Council for action
VIII. **Provost recommendation** to Board of Trustees; **Board action**
Unit moves to implement plan: notifications; student program plans; Faculty and staff arrangements; budgets and systems changes.

IX. **Provost confirmation of action** to the Office of Admissions, University Relations, Government Relations, University Advancement (Development and Alumni Association), University community

X. **Provost notification** to Presidents Council via Chief Academic Officers and to regional and specialized accrediting agencies

XI. **Academic Human Resources**: Faculty and academic staff notifications and arrangements
    **Human Resources**: non-academic staff notifications and assistance

XII. **Dean/Provost→Office of Planning and Budgets**: Budget plan for phase-out or transfer
    Unit takes all actions necessary with regard to faculty, students and staff to complete approved changes

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