

Key Action (and Timing)	Task	System	Ownership
Program Review	Initiate program review		Program Director Institutional Effectiveness
	Disseminate program review findings and recommendations to: (a) Academic Affairs, (b) Administrative Council, (c) Executive Leadership Council, and (d) President		VPAA
BOT and Accreditation Approval	If program review recommends that the program be discontinued, the Academic Affairs Committee of the Board of Trustees (BOT) reviews the program recommendations and approves program discontinuation		Board of Trustees
	If the Academic Affairs Committee of the BOT approves program discontinuation, the committee recommends a motion to the full BOT to discontinue the program		Board of Trustees
	If the BOT approves, a formal change request is submitted to NWCCU (and specialized accreditation agencies, if applicable) for approval		Institutional Effectiveness
Communications and Information-Sharing	If applicable, notify outside parties that have contractual relationships with the program		Program Director College Dean
	Develop talking points about the program discontinuation and disseminate to program faculty and operational departments that serve students in the program (e.g., admissions, financial aid, business office, student services, etc.)		Marketing & Communications (in collaboration with Program Director)



Program Discontinuation Planning Process

	<p>Once approved by NWCCU, a formal communication plan is developed to share information with students in the program, faculty in the program, and then the entire campus. Communications include:</p> <ul style="list-style-type: none">• Phone call to all students (from Dean)• Formal letter/email to all students• Formal letter/email for program alumni• Formal letter to program faculty• Announcement to campus community		<p>Program Director Dean (with assistance from Marketing & Communications)</p>
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	If applicable, inform program faculty and/or program director of changes in FTE, assignment, or other personnel changes		Dean (with applicable assistance from Program Director and Human Resources)
	Modify website content for specific program and include information about discontinuation		Marketing & Communications
	Modify ERX and Pardot to discontinue program as an academic option	ERX Pardot	Admissions/IS/Marketing & Communications
	Remove ads and ad content about the program		Marketing & Communications
	Remove program specific content from UWS collateral and other public facing documents		Marketing & Communications
	Contact prospective students to inform them the program will no longer be offered at UWS		Admissions (with assistance from Marketing & Communications)
Current students complete program	Assess plans of study for each student in the program, determine changes, predict graduation date, and share plan to each student		Program Director VPAA
	Assess impact on current articulation/affiliation agreements		EVP, University Affairs VPAA
	Assess impact on IPEDS, NC-SARA, NWCCU reporting		Institutional Effectiveness
	Assess collection and subscriptions for program specific content not supporting other programs		Library
ALL STUDENTS HAVE COMPLETED PROGRAM			
Academic Affairs & Registration	Re-number courses (if necessary) that will continue to be offered in other programs (either core courses or electives). Inactivate courses at the Catalog level that are no longer taught. Course renumbering is handled in the Registrar's office on an Excel spreadsheet prior to moving the course numbering to PowerCampus.	PowerCampus	Registrar
			Curriculum Committee

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	Update academic catalog to account for course number changes (or issue addendum)	Word	Academic Affairs Coordinator
	Hide and archive courses in LMS, retaining content for timeline outlined in record retention policy	webCampus/UWS Canvas	Center for Teaching and Learning
	Conduct a search of webCampus and remove the program name.	webCampus/UWS Canvas	Center for Teaching and Learning
	Discontinue program assessment plans (or develop final assessment summary for the program)	webCampus/UWS Canvas/Portfolio	Center for Teaching and Learning Director of Academic Assessment
Information Technology	Inactivate PDC code	PowerCampus	Data Governance Committee Information Services Registrar
	Inactivate PDC curriculum table		
	Remove program specific student distribution lists from email system	Outlook	Technical Services
Admissions	Deactivate program in contact record and application fields (Program Offered, Program of Interest, Secondary Program of Interest).	ERx	Admissions
Financial Aid	Notify Department of Education within 10 days after the last student has attended that program has been discontinued	PowerFAIDS	Financial Aid
Business Office	Update tuition charge codes (modify or inactivate)	PowerCampus	Business Office
	Modify assessment rules	PowerCampus	Business Office
	Update tuition and fee schedule posted on website	Website	Business Office Marketing & Communications
	Retire department budget code	Great Plains Dynamic Budgets	Business Office



	Discontinue distribution of program exit surveys	Survey Monkey	Institutional Effectiveness
	Update booklist to remove program specific references		Campus Store/Marketing
Human Resources	Process final checks and include faculty/administrator departures in HR round-up	UltiPro	Human Resources Business Office
Key Action (and Timing)	Task	System	Ownership
Marketing and Communications	Update website to account for directory position/title changes	Website	Marketing & Communications
Office of the President	Review policies and remove references/specific requirements associated with program	Word Udocs	Chief of Staff
	Update organizational chart as needed to reflect position changes	Word Udocs	Office of the President