



## **ACADEMIC PROGRAM ELIMINATION/DEACTIVATION FORM**

(Revised October 2017)

**DIRECTIONS:** Use this form when proposing to eliminate or deactivate an academic program, degree, major, or primary field of study. For more detail on the NSHE program elimination/deactivation process, see the last page of this form.

**DATE OF REQUEST:**

*Date of AAC Approval:*

**TYPE OF REQUEST:**

- Elimination  
 Deactivation (A deactivated program will be considered formally eliminated after five years.)

*Date of Board Approval:*

**INSTITUTION:**

**DEGREE: Check applicable box**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Certificate: 30+ Credits           | <input type="checkbox"/> Associate of Arts (AA)            |
| <input type="checkbox"/> Associate of Science (AS)          | <input type="checkbox"/> AA/AS                             |
| <input type="checkbox"/> Associate of Applied Science (AAS) | <input type="checkbox"/> Bachelor of Applied Science (BAS) |
| <input type="checkbox"/> Bachelor of Arts (BA)              | <input type="checkbox"/> Bachelor of Science (BS)          |
| <input type="checkbox"/> Master of Science (MS)             | <input type="checkbox"/> Master of Arts (MA)               |
| <input type="checkbox"/> Doctor of Philosophy (Ph.D.)       | <input type="checkbox"/> (Other or Named Degree)           |

**FULL TITLE OF PROGRAM TO BE ELIMINATED/DEACTIVATED:**

**EFFECTIVE SEMESTER/TERM OF ELIMINATION/DEACTIVATION:**

**LAST SEMESTER/TERM OF STUDENT ADMISSION TO THE PROGRAM:**

**LAST SEMESTER/TERM OF FULL PROGRAM TEACH-OUT:**

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**A. Reason for proposed elimination/deactivation of the program**

**B. Attach the NWCCU Teach-Out Plan if required by NWCCU that provides for the equitable treatment of students when a program ceases to operate or ceases instruction. Confirm Teach-Out Plan attached:**

- Yes  
 No. If no, explain why the NWCCU Teach-Out-Plan is not required and specify plan to phase out the program, including description of how the needs of currently enrolled students will be met,

**C. Impact of elimination/deactivation on faculty and staff, and related academic programs**

- D. Has the discipline accrediting agency approved and/or been notified of the intent to eliminate or deactivate this program? Does this impact any other discipline accredited programs?**
- E. Describe the process of notifying other institutions regarding impact of the program elimination/deactivation on transfer and articulation**
- F. Fiscal Impact Statement – describe the fiscal impact, if any, that will result from the elimination/deactivation of the program**

*Please attach any supporting documentation (i.e. support letters from community, industry).*

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**EXISTING PROGRAM ELIMINATION/DEACTIVATION:**  
**PROCESS FOR APPROVAL BY ACADEMIC AFFAIRS COUNCIL AND, IF REQUIRED,**  
**THE NEVADA BOARD OF REGENTS**

(October 2017)

Pursuant to Title 4, Chapter 14, Sections 7 and 8 of the Board of Regents *Handbook* and Chapter 6, Section 12 of the *NSHE Procedures and Guidelines Manual*, the elimination (deletion) or deactivation of an existing program, as proposed on this form, and the reactivation of such a program that is deactivated must be submitted by the NSHE institution for approval by the NSHE Academic Affairs Council. In addition, certain items must also be approved by the Board of Regents. The required approvals are specified below:

**Items Requiring NSHE Academic Affairs Council (AAC) Approval Only**

- Reactivation of a previously approved degree, major, or primary field of study that was placed on hold (or deactivated) by the institution for less than five years since the deactivation was approved by the Board. The institution must provide appropriate written notice to the Board indicating the reactivation of the program. A deactivated program will be considered formally eliminated after five years.

**Items Requiring NSHE Academic Affairs Council AND Nevada Board of Regents Approval - The following items must be approved by the NSHE Academic Affairs Council PRIOR TO being presented to the Nevada Board of Regents for approval:**

- Elimination (deletion) of any degree, major, or primary field of study
- Deactivation of a previously approved degree, major or primary field of study that an institution wishes to place on hold

**Note to Institutions: Following the required approval by the AAC and/or Nevada Board of Regents, institutions should determine whether the item requires submission to/approval by its accrediting organization (NWCCU) and take any necessary next steps with the accrediting organization.**