

FORMAT 4

Submit originals and one copy and electronic copy to **UAF Governance / Faculty Senate Office** (email electronic copy to UAF-Faculty-Senate-Office@alaska.edu) and one electronic copy to the Accreditation and Assessment Coordinator (email electronic copy to uaf.generalstudies@alaska.edu)

***Program-Initiated* DELETION OF PROGRAM REQUEST**

(UA Regulation 10.04.02)

(Please number the pages and include a table of contents if the request is lengthy.)

I. Cover Memorandum should include:

- A. Name of person preparing request
- B. Reasons for requesting deletion of program
- C. Relation of program to other programs in the local unit and system
Summarize the effects of the program deletion. For example, will deletion of the program cause other programs to have to alter their requirements as they utilize courses offered by the elected program.
- D. Summarize effects on personnel directly involved with the program
- E. Summarize effects deletion of program will have on budget of department
- F. Provide information on current student enrollment in program or courses
If the program currently has declared majors, supply provisions for phasing out program. Provide information on transfer possibilities within the system, if any.

II. Background Information

A copy of the original instructional program request, if available, or equivalent information should be submitted.

If no formal presentation of program approval was made, the following information should be submitted:

- 1. Identification of Program: Should include a brief description of the program and its goals
- 2. Enrollment Information: Past and present enrollment statistics should be included
- 3. Resource Requirements of Program: Should include personnel costs as well as support service costs and space requirements

III. Approval Signature Blocks provided for:

Department Head
Curriculum Council Chair
Dean
Dean of Graduate School (if graduate request)
President, UAF Faculty Senate
Chancellor
President
Board of Regents

- IV. Provide an executive summary of about one page for inclusion in the Board of Regents committee agenda.