**To:** (Undergraduate or Graduate) Academic Board

**From:** Faculty Initiator, Department

**Date:**

**Re:** Proposed Deletion of (Program Name and Degree or Certificate Level)

**Please briefly address each of the following items. Please mark “not applicable” for any items which do not apply to the program. This cover memo should be no longer than one page.**

**Program Background:** How long has the program been offered? If admission is currently suspended, please indicate the length of the suspension.

**Justification for Program Deletion:** Why is this program deletion proposed? Some examples might include enrollment trends, employment data, or shifting priorities within the department, school, or college.

**Impact on Other Programs:** How will the deletion affect other UA programs? Please include the GERs, programs on other campuses, and programs whose requirements include courses offered within the program proposed for deletion. How have you coordinated with those departments?

**Impact on Students:[[1]](#footnote-1)** How many students are currently enrolled (admitted to the program and taking classes)? How many students are currently admitted (admitted to the program but not currently taking classes)? How does the department plan to accommodate those students?

**Impact on Stakeholders:** Describe any input received from relevant stakeholders, such as industry advisory groups or communities served.

**Plans for Program Deletion:** What is the planned timeline for the deletion? Will the deleted program be replaced by a new or modified program?

This cover memo should accompany the Program Action Request (PAR) form submitted to curriculum bodies for program deletions. Catalog copy does not need to be submitted with program deletions.

**This template is intended to meet the needs of the UAA curriculum bodies. Initiating faculty should contact Academic Affairs for assistance with the forms and approval processes for the Board of Regents and Northwest Commission on Colleges and Universities.**

1. Please contact the Office of the Registrar (786-1560) for assistance identifying these data. [↑](#footnote-ref-1)