**Program Discontinuation Process**

**University Policy**

* [Policy for Program Discontinuance](https://regulations.utah.edu/academics/6-313.php) (Policy 6-313)
* [Policy for Catalog Rights](https://regulations.utah.edu/academics/6-101.php) (Policy 6-101)

**Teach Out Plan**

* How many students are in the program?
* How do you plan to help them complete and within what timeframe?

**Letters of Position**

* Department chair
* College dean

**Approval Process**

Proposals should be through the department and college approvals *at least* 10 business days prior to the [Undergraduate and/or Graduate Council due dates](https://curriculum.utah.edu/degrees/timeline.php).

1. **Department/Faculty Committee** approval
2. **College Committee** approval
3. **Undergraduate Council** review & advance † (if applicable)  
   **Graduate Council** review & advance † (if applicable)
4. **Senior Vice President for Academic Affairs** approval OR  
   **Senior Vice President for Health Sciences** approval
5. **Executive Committee/Academic Senate** approval†
6. **Board of Trustees** approval
7. **Board of Higher Education** notification
8. **Northwest Commission on Colleges and Universities** (NWCCU) notification

**†** 1-2 individuals will be asked to present proposals at the marked committee meetings.