## **Closing a Graduate or Interdisciplinary Concentration**

This form should be used to request the closure (termination) of a concentration or to request withdrawing from participation in a concentration that will be maintained by other academic units.

NOTE: Submit one request for each degree program level. For example, submit two requests to remove a concentration from multiple levels, such as the master’s and doctoral level. A single request may be used to remove a concentration from multiple majors at the same level (e.g., M.A., M.S. and M.S.T.).

\*REQUIRED

Proposed Action \*

Indicate whether the proposed action is to fully close (terminate) a concentration or to cease participation in a concentration.

* Select to **close the concentration** if the requesting academic unit is the sole participant in the concentration or if all participating academic units in an inter-disciplinary concentration want to close the concentration. In this latter case, documentation of consent from all participating academic units must be included in the request.
* Select to cease participation in a concentration if the requesting academic unit is part of an inter-disciplinary concentration with other academic units and wishes to remove only its portion of the concentration, or if you the requesting academic unit expects the concentration to continue being offered in another degree program.

Indicate your choice here: 

Degree Level \*

Indicate the degree level from which to remove the concentration.

Concentration \*

Enter the name of the concentration to be closed.



Termination Date \*

Enter the termination date (semester/year), which is the last date students will be accepted into the program.



Phase-Out Date \*

Enter the phase-out date (semester/year), which is when the last student in teach-out will have completed the major. This date should allow time for enrolled students to complete the major in a reasonable amount of time. The phase-out date is the last date that data will be submitted for the major.



Department/Degree/Majors Closing the Concentration \*

List the department / degree / major combinations at the degree level chosen at which to close this concentration**.**



For example, to request closure of the “Wetland Sciences” concentration at the master’s level, list all master’s level degree / major combinations from all departments participating in the concentration:

* Forest Resources and Conservation: M.S. in Fisheries and Aquatic Sciences
* Forest Resources and Conservation: M.S. in Forest Resources and Conservation
* Forest Resources and Conservation: M.F.A.S. in Fisheries and Aquatic Sciences
* Forest Resources and Conservation: M.F.R.C. in Forest Resources and Conservation
* Geography: M.A in Geography
* Geography: M.S. in Geography
* Geological Sciences: M.S. in Geology
* Geological Sciences: M.S.T. in Geology

Rationale for Closure \*

Describe the rationale for the request to close the concentration.



Impact on Other Programs \*

Describe the potential impact that closing the concentration may have on other programs.



Steps Taken to Inform Students and Faculty \*

State what steps have been taken to inform students and faculty of the intent to close the concentration.



Teach-Out Plan \*

Explain how students in the major will be able to complete their degree. The teach-out process often extends well beyond the termination date.



Accommodation of Faculty \*

Provide an explanation of the manner in which the Department and College intend to accommodate faculty who are currently active in the concentration.



Prepare a document including supporting documentation showing evidence of consultation with and support from any other affected academic units. Documents can be uploaded on the next page or after the request has been initiated.

**Required Documents**

* **Supporting documentation** - include supporting documentation showing evidence of consultation with and support from any other affected academic units.