

# University of Nebraska

## Deletion of Major or Program

Use this form for deletion of undergraduate and graduate majors, degrees, and certificates

### I. Descriptive Information

<b>Name of Campus Proposing Deletion</b>
<b>Full Name of Program</b>
<i>Ex: Bachelor of Science in Biology</i>
<b>Degree or Credential Awarded to Graduates of the Program</b>
<i>Ex1: Bachelor of Science      Ex2: Undergraduate Certificate</i>
<b>CIP Code: 6 digit</b>
<b>Subject Code</b>
<i>Ex: BIO</i>
<b>Administrative Unit(s) for the Program (eg: Department, School, College)</b>
<b>Program is Currently Offered</b> <i>[full program, not individual courses]</i>
<input type="checkbox"/> On-campus <input type="checkbox"/> Online (asynchronous) <input type="checkbox"/> Synchronous Distance <input type="checkbox"/> Hybrid/Blended of Selected
<b>Program leads to licensure or certification</b>
<input type="checkbox"/> no <input type="checkbox"/> yes    If yes, explain:
<b>Proposed Date for Deletion of Major or Degree</b>
<i>[The deletion date will include advertising, recruiting and admitting students]</i>
<i>[term/year]</i>
<b>Major or Degree End Date</b>
<i>[The end date will allow current students to finish the program. For example, it is suggested that for an undergraduate program this date is 5 years after students stop being accepted.]</i>
<i>[term/year]</i>

### II. Details

#### A. Justification for Deletion of the Program

#### B. Plan for Implementation of the Deletion

1. Current Students  
*[Include the number of students currently in the major or degree and their status. Address if these students will be allowed to finish the major or degree and if so, who will advise them.]*
2. Current Faculty, Staff and Curriculum  
*[Address what personnel and curriculum changes will be made if this major or degree is deleted.]*

3. Impact on other units and programs

4. Impact on Course Subject Codes

**C. Impact on Resources**

**a. Fiscal**

*[What is cost savings of proposed deletion? If none, to what have resources been reallocated?]*

**b. Human**

*[Describe changes to personnel including separations or reassignments, including cost savings or reallocation.]*

**c. Physical**

**d. Budget Projections [include Table 1 and Table 2]**

*[if all zeros, use condensed budget templates]*

Table 1: Projected Expenses

Table 2: Revenue Sources for Projected Expenses



## **Before submitting to the appropriate campus office**

### **Formatting**

- Remove italicized text in the proposal template, meant to be a guide for completing the proposal
- Format your inserted text to non-bolded and non-italicized text
- Do not insert an image within the proposal
- Remove this text box

### **Content of Proposal**

- Budget projection Excel tables and the summary table are required. Use the condensed budget tables if \$0 values are applicable.
- If courses outside your department and/or college are part of the curriculum or affected by the deletion, please include acknowledgement of the deletion (email strings are accepted) from the appropriate personnel.

### **Appendices**

- If attaching appendices, please list each
- include a cover page for each appendix

## **Submit the following, electronically**

- Signed memo documenting college and department level approvals
- Proposal form as a Word document
- Budget projection tables 1 & 2 as an Excel document
- Supporting documentation as a PDF