**Proposal to Discontinue a Major**

**[Insert Major name]**

**Department of [insert]**

***Directions****: Complete and submit to School Dean. School Dean reviews, and if approved, emails to the Associate Provost and Assistant Director of Curriculum. Submission deadline is* ***December 20****.*

1. **Approvals.**

Department approval: [insert date]

School Dean: [insert date]

1. **Rationale.** Why is this major being dropped? What are the specific benefits obtained from this proposed change?
2. **Student impact**. How will deleting the major impact current students? How will students be accommodated?
3. **Marketing and recruitment**. How will deleting this major impact marketing and prospective student recruitment?
4. **Enrollment history**. How many students historically enrolled in this major?
5. **Departmental impact**.

* How does deleting this major impact other departments? Give specifics and affirm approval from departments affected.
* What courses within the major requirements are unique to this major? Will those courses continue to be offered?
* How does deleting this major impact departmental FTE?

1. **Effective date**.

* When is the last year a student could declare this major?
* When will the last student graduate from this program?
* For prospective and accepted students who have already expressed an interest in this major, is there another program they should be directed towards? How will this information be communicated to them?