

REQUEST FOR DISCONTINUATION OF A
MAJOR, MINOR, CERTIFICATE, PROGRAM, CONCENTRATION, OR TRACK

The discontinuation of a major, minor, certificate, program, concentration, or track requires the same procedure as that outlined for planning and establishing a major, minor, certificate, program, concentration, or tracks. After approval by the department, the proposal must be approved by the Dean. After those signatures are affixed, the proposal must be approved by the Academic Affairs Committee. Finally, the form, accompanied by a cover memo, should be forwarded to the VPAA, Board of Trustees, and the NYSED. Note that curricular changes are not effective until they appear in the Catalog.

Major Title: _____

or

Minor Title: _____

or

Certificate Title: _____

or

Program Title: _____

or

Concentration Title: _____

or

Track Title: _____

Department: _____

School: _____

Submitted by (please print): _____

Contact information: _____

Telephone

E-mail

Rationale: Attach a 1-2 page document explaining the reason for discontinuation for the major, minor, certificate, program, or concentration, and any other departments. Include information on numbers of students currently enrolled in the program, plans for completion of the program by those students, **and its effect on other programs at Marist.**

Submit eight (8) copies of this form to the Chair of the Academic Affairs Committee.

Required Approval Signatures

Contact Person Telephone Date: _____

Signature: _____ Date: _____
Department Chair: please sign and print name

Signature: _____ Date: _____
Dean: please sign and print name

Signature: _____ Date: _____
Chair, AAC: please sign and print name

Signature: _____ Date: _____
Academic Vice President