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:_____________________________________________________________________________________

Classification of Instructional Programs (CIP) code*: __________________________________

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

____________________________________________      _____________________      Date: _________________
Contact Person            Telephone

____________________________________________      _____________________      Date: _________________
Signature: ___________________________________________  Date: _________________
Department Chair: please sign and print name

____________________________________________      _____________________      Date: _________________
Signature: ___________________________________________  Date: _________________
Dean: please sign and print name

____________________________________________      _____________________      Date: _________________
Signature: ___________________________________________  Date: _________________
Chair, AAC: please sign and print name

____________________________________________      _____________________      Date: _________________
Signature: ___________________________________________  Date: _________________
Academic Vice President

*The six-digit Classification of Instructional Programs (CIP) code is required by the Banner System. These codes can be found at http://nces.ed.gov/ipeds/cipcode and are assigned to all courses, majors, minors, and certificates.