**ORGANIZATIONAL UNIT ELIMINATION FORM**

***(Revised November 2018)***

**DIRECTIONS**: *Use this form when proposing to eliminate a school, college, center, institute or other organizational unit. Internal administrative changes, including but not limited to the addition or elimination of departments, do not require approval by the Academic Affairs Council or the Board of Regents.*

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| ***Date of AAC Approval:***      |

**DATE OF REQUEST**:

**INSTITUTION**:

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| ***Date of Board Approval:***      |

**ORGANIZATIONAL UNIT TO BE ELIMINATED:**

**EFFECTIVE DATE OF ELIMINATION:**

1. **Reason for proposed elimination of the organizational unit**

1. **Specify plan to phase out the organization unit, including description of how the needs of currently enrolled students will be met**

1. **Impact of organizational unit closure on faculty and staff, and related academic programs**

1. **Description of the process of notifying other institutions regarding impact of organizational unit closure on transfer and articulation**

*Please attach any supporting documentation (i.e. support letters from community, industry).*