



### Must Know Information for a Program, Degree, Major Proposed Elimination

It is NSHE policy<sup>1</sup> that a future date for program elimination be established that will “make every effort to allow current students to graduate and faculty to be placed in other programs if feasible.”

Advance planning and communications with numerous university offices are required to complete an orderly elimination in a manner that does not disadvantage the students. The college’s academic advising center needs to be notified as soon as the decision is finalized in order to help students plan to complete their degrees or transfer to other degree programs.

The Office of Admissions needs to be notified by the Office of the Vice Provost for Academic Affairs (VPAA) to remove the program from the student application so that students can no longer apply and be admitted. Please contact the VPAA to discuss the communication at 702-895-1267.

*All eliminations require the approval of those listed below prior to submission for NSHE Board of Regents approval.*

- *Faculty vote*
- *College or school curriculum committee*
- *Unit chair or director*
- *College or school dean*
- *Graduate College New Programs & Program Revisions Committee for graduate programs; see <http://www.unlv.edu/graduatecollege/curriculum>*
- *Dean of the Graduate College, if a graduate program*
- *Vice Provost for Academic Affairs*
- *Executive Vice President and Provost*

For questions please contact the Office of the Vice Provost for Academic Affairs at 702-895-1267.

Helpful UNLV and NSHE definitions can be found here:

[http://www.unlv.edu/sites/default/files/page\\_files/27/VPAA-BoardOfRegents-Definitions.pdf](http://www.unlv.edu/sites/default/files/page_files/27/VPAA-BoardOfRegents-Definitions.pdf)

All documents are to be submitted by the college or school dean to [vpaa@unlv.edu](mailto:vpaa@unlv.edu).

#### Documents to submit:

- Program Elimination Proposal Coversheet
- NSHE Academic Program Elimination Form
- If a graduate program or degree the Graduate College Program Elimination Form  
<http://www.unlv.edu/graduatecollege/forms>

Please stay in contact with the Office of the Vice Provost for Academic Affairs at 702-895-1267 to track the progress of this request.

<sup>1</sup> Board of Regents Handbook, Title 4, Chapter 14, Section 6



Once the Board of Regents provides the official notification of approval of elimination, a *Provost Alert* is issued by the Office of the Executive Vice President and Provost. The *Provost Alert* serves as the official notification to the campus that the program has been eliminated. Once the Provost Alert has been issued, the unit can work with all campus units to notify them to implement the details of elimination, including:

**Registrar**, to include a program end date in MyUNLV Degree Audit and also to remove the degree program from the catalog.

**Online Education**, if the online version of the degree program or any online courses will be eliminated.

**Student Financial Services**, to be aware of the last semester for which financial aid can be awarded for the degree.

**Web Communications** so that departmental and college web pages can be edited to advise viewers of the program elimination date and, after elimination, to remove references to the program.

**Any additional units that need to know about the elimination.**