

Request to Terminate Major

This form should be used to request termination of a major that is part of an existing degree program. Instructions for completing this form are on the third page.

Department and College

1. Dept Name

2. Dept Number

3. College Name

Existing Degree Program

4. Program Level

5. CIP Code

6. Program Name

Major to Be Terminated

7. Termination Date

8. Phase-Out Date

9. Degree

10. Major Code

11. Name

12. Rationale for Request

13. Steps Taken to Inform Students and Faculty

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14. Accommodation of Students in the Major

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15. Accommodation of Faculty Active in the Major

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16. Proposed Catalog Changes

Attach a copy of the proposed catalog changes, showing all revisions.

Department Contact:			
Name			
Email		Phone	
College Contact:			
Name			
Email		Phone	

Instructions

This form should **only** be used to request the termination (i.e. closure) of an existing major under an existing Degree Program (with a CIP code) **if** the degree program contains other majors at the same degree level. To instead close all majors at the same level in the degree program follow the procedures at <http://www.aa.ufl.edu/closing-programs>. For example, this form should be used if a degree program at the Bachelor's level has two majors, and the intent is to close only one of them. However, the procedures at <http://www.aa.ufl.edu/closing-programs> would apply in case this degree program has only a single (Bachelor's) major, even if there are other degree programs with the same CIP code at other levels (for instance Masters and Doctorate levels).

Department and College

1. Enter the name of the department from which this request is originating.
2. Enter the number of the department listed above.
3. Enter the complete name for the college/school from which this request is originating.

Existing Degree Program

4. Indicate the level of the existing degree program. This must be one of the following: **B**-Bachelor's Degree; **M**-Master's Degree; **D**-Doctorate Degree; **S**-Specialist Degree; **E**-Engineer Degree; **P**-Professional Doctorate.
5. Enter the six digit Classification of Instructional Programs (CIP) code for the existing degree program. The code has the numerical format XX.XXXX. Contact the [Office of Institutional Planning and Research](#) (OIPR) to verify the CIP code for the existing degree program.
6. Enter the name of the existing degree program.

Major to Be Terminated

7. Enter the last date that students will be accepted into the major.
8. Enter the last date that data will be submitted for this major.
9. Enter the degree of the major (e.g., BA, BS, MA, MFA, MD, PhD).
10. Enter the two-letter or three-letter major code.
11. Enter the name of the major.
12. Describe the rationale for the request to terminate the major.
13. State what steps have been taken to inform students and faculty of the intent to terminate the major.
14. Provide an explanation of how students in the major will be helped to complete their programs of study with minimal disruption.
15. Provide an explanation of the manner in which the Department and College intend to accommodate faculty who are currently active in the major.
16. Prepare a copy of the proposed catalog changes that shows all revisions resulting from the proposed action, for example using strikeouts and underlined text, or using tracked changes.