**Closing a Specialization**

This form should be used to request the termination (closure) of one or more existing specializations in an undergraduate major. Note that the terms *specialization* and *track* are synonymous for this process.

\*REQUIRED

Termination Date \*

Enter the termination date (semester/year), which is the last date students will be accepted into the specialization(s).



Phase-Out Date \*

Enter the phase-out date (semester/year), which is when the last student in teach-out will have completed the specialization(s). This date should allow time for enrolled students to complete the major in a reasonable amount of time. The phase-out date is the last date that data will be submitted for the specialization(s).



Specialization Name(s) \*

Enter the specialization name(s).



Rationale for Request \*

Describe the rationale for the request to terminate the specialization(s).



Impact on Other Programs \*

Describe the potential impact that termination of the specialization(s) may have on other programs.



Steps Taken to Inform Students and Faculty \*

State what steps have been taken to inform students and faculty of the intent to terminate the specialization(s).



Teach-Out Plan \*

Explain how students in the terminated specialization(s) will be able to complete their degree. The teach-out process often extends well beyond the termination date.



Accommodation of Faculty \*

Provide an explanation of the manner in which the Department and College intend to accommodate faculty who are currently active in the specialization(s).



Prepare a document showing the catalog copy with the current and proposed curricula edited using the “track changes” feature in Word.

Upload this and all other documents through the “Other Submissions” form.