

The University Senate of Michigan Technological University

PROCEDURES FOR ELIMINATING AND SHELVING DEGREES AND CERTIFICATES

[\(Proposal 17-11\)](#)

[\(Proposal 10-15\)](#)

Senate Procedure 414.1.1

Program Shelving

- A shelved program would be administratively removed from recruiting and new admissions. Those students already enrolled would be allowed to complete the program requirements under a mutually agreed upon plan.
- A shelved program would be described as such on the University database system, but would not be submitted to the State as an officially eliminated program. It would only be internally inactive.
- A shelved program could be revived in the future without having to go through a State approval process. Unshelving requires a proposal to the senate.

Who. Program shelving or unshelving can be initiated by department chairs, deans, and/or the University Provost. This can be the result of a review process, at any time at the initiative of the department offering the program, or at any time at the initiative of the Provost. A proposal to shelve a program will need Senate approval via the Curricular Policy Committee.

When. Shelving or unshelving proposals need to be submitted to the Provost's office by October 31st of each academic year to coincide with deadline for the curriculum review process. If approved, the shelving will take effect June 30 of the following year (20 months). This is to ensure that a shelved program is removed from catalog and marketing in time for the following fall.

A program should not remain shelved indefinitely. After five years, a shelved program will be reviewed by the academic unit that administers the program and the Provost's office, and a recommendation will be made to the Senate via the Curricular Policy Committee as to whether the program should be reinstated, eliminated or remain shelved. If re-shelved, the program will be reviewed after a further five years.

Format for Proposals to Shelve/Unshelve Programs

Shelving of any type of degree program (certificate, minor, associate, bachelor, master and/or Ph.D.) requires a brief (approximately one page) proposal that includes:

1. Full name of program to be shelved
2. Final term program will be open for new admits
3. Plan to complete all enrolled students and any returning students. For unshelving give an estimated enrollment.
4. Reason for shelving or unshelving
5. Financial impact (if any) to the department and university

Procedure for Shelving/Unshelve Programs

- Program shelving proposals are forwarded to the provost's office

- Administrative review will include notification to publications, admissions, the registrar's office and any other potentially affected units.
- After administrative review, review by Dean's council, and, in the case of graduate programs, review by Graduate Faculty Council, the provost submits the shelving proposal to the Senate. Senate and University approval is needed for all shelving proposals.
- A written plan must be in place for current students so that they can complete the program requirements or an alternative to those requirements.

Program Elimination

- A program may not be eliminated without having been shelved for at least five years.
- An already shelved program may be eliminated.
- For programs needing state approval, a program elimination proposal would be submitted to the State in an official elimination process. Once elimination has occurred, a program could not be revived in the future, but would have to start again with a new program proposal.
- Elimination of other programs would not have to be submitted to the State in an official elimination process. Once eliminated, other programs could not be revived in the future, but would have to start again with a new proposal.

Who. Program elimination can be initiated by department chairs, deans, and/or the University Provost.

When. Elimination proposals may be submitted to the Provost's office at any time after a program has been shelved for a period of five years. Program elimination date should allow a sufficient time to graduate any currently enrolled students.

Format for Proposals to Eliminate Programs

Elimination of any type of degree program (certificate, minor, associate, bachelor, master and/or Ph.D.) requires a brief (approximately one page) proposal that includes:

1. Full name of program to be eliminated
2. Plan to complete all enrolled students and any returning students this should be complete within one academic year of the elimination proposals passage, as a program no longer exists once eliminated at the state level.
3. Reason for elimination
4. Financial impact (if any) to the department and university

Procedure for Elimination of Programs

- A program shall be shelved for 5 years before elimination.
- Program elimination proposals are forwarded to the provost's office
- Administrative review will include notification to publications, recruiting, admissions, library, and any other potentially affected unit.
- After administrative review and review by Dean's council, the provost submits the elimination proposal to the Senate.
- Elimination proposals for undergraduate programs needing state approval are sent to the provost's office, senate, Board of Trustees, and the State of Michigan President's Council for review.
- Elimination proposals for graduate programs needing state approval are sent to the provost's office, Graduate Faculty Council, senate, Board of Trustees and the State of Michigan President's Council for review.

- Other undergraduate program elimination proposals are forwarded to the provost's office, then to the senate for review.
- Other graduate program elimination proposals are forwarded to the provost's office, Graduate Faculty Council, then to the senate for review.
- A written, mutually agreed upon plan must be in place for current students so that they can complete the program requirements or an alternative to those requirements.

Proposal 17-11:

Introduced to Senate: 2 March 2011

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Approved by Administration: 31 March 2011

Proposal 10-15:

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September 2015: Name changed from Board of Control to Board of Trustees