



Termination of Certificate Program

Catalog Title:

Name and contact information for future correspondence:

Academic Unit - School/College:

CAS KSB SOC SIS SPA SPExS Other:

Teaching Unit - Department or Program:

Date effective:

Required Signatures	Name	Signature	Date
Teaching Unit Chair or Director			
EPC Chair			
Primary Academic Unit Dean			
Second Academic Unit Dean (if applicable)			
Faculty Senate Chair			
Provost			

Date sent to the Office of the University Registrar:



Termination of a Certificate

Note: Before starting this proposal, the Dean must consult with the Provost regarding the plans for terminating the certificate and corresponding resource implications. The academic unit also should read the Faculty Manual's section 22, "Policy on Termination of Faculty Positions as a Result of Program Elimination."

Order of Review

After review by the academic unit, prepare the document for circulation and comments.

1. During the circulation and comment period (customarily 10 working days):
 - Send document to other academic units for comment.
 - Post the document for public comment (Today@AU).
 - Respond to comments or make changes to the proposal as appropriate.
2. At the end of the comment period:
 - If no adjustments are needed, the academic unit submits the proposal and compilation of comments and responses to faculty senate@american.edu.
 - If adjustments are needed, the academic unit rewrites and submits the proposal and compilation of comments and responses to faculty senate@american.edu.
 - *All comments to the proposal and responses to comments must be compiled into one PDF document and included with the proposal.*
3. The Faculty Senate conducts a formal review of the final proposal:
 - If the Faculty Senate returns the proposal to the unit for revision, every effort must be made to address its recommendations.
 - The Faculty Senate may reject a proposal if it is not satisfied with responses to its recommendations for changes to a proposal.
4. The Faculty Senate Chair submits the Faculty Senate's recommendation to the Office of the Provost.
5. The Provost makes the final decision.
6. If approved by the Provost, the proposal is forwarded to the Office of the University Registrar via curriculum_services@american.edu.

Proposal Template

Copy and paste the questions below into a new Microsoft Word document and address all questions. Please preserve the formatting (including numbering) to facilitate the review process.

- I. Identifying information
 - a) Graduate or Undergraduate
 - b) Academic unit
 - c) Teaching unit
 - d) Certificate Title
 - e) Proposed effective date

- II. Rationale
 - a) What is the rationale for terminating the certificate?
 - b) Will this terminated certificate be replaced by another certificate now offered by your teaching unit? By other teaching units? By other members of the Consortium of Universities of the Washington Metropolitan Area? Explain.
 - c) Please include statements from the deans of the other academic units and a statement from the University Librarian.
 - d) Please include statements from all affected teaching units. Such statements should indicate how the elimination of this certificate degree will or will not substantively affect teaching units.
 - e) If any courses are being terminated as a result of the elimination of this certificate, please list those courses for the affected teaching units so that they can comment on the impact of losing those courses.

- III. Reallocation of Resources
 - a) Which current faculty members (specify whether full-time, temporary, or part-time) will be affected by the elimination of this certificate? Provide a statement on the plans for faculty who are affected by this termination.
 - b) What other staff (e.g., secretaries, graduate assistants) currently available to the teaching unit will be affected by the elimination of this certificate.
 - c) Does the academic unit anticipate that there will be special facilities or equipment that will no longer be used after the elimination of this certificate? Explain.

- IV. Implementation plans
 - a) What plans are there for students who are currently in the certificate?
 - b) Provide a timeline of the implementation for the elimination of the certificate from when it begins until implementation is complete.

- V. Financial consideration
 - a) What financial considerations should be taken into account in deciding whether to eliminate this certificate?

- VI. If applicable, list any terminated courses. Note that a Termination of Course Proposal must be submitted separately for each affected course.
- VII. Catalog copy
 - a) Besides the deletion of the program listing, please note any other revisions to the University Catalog necessitated by the termination.