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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| Program Termination or  Placement on Inactive Status |
|  |  |

Use this form to request termination or inactive status for an existing program (graduate program, undergraduate major or minor, certificate, or specialization). The Board of Regents, Executive Director, and/or their designees may request additional information about the proposal. After the university President approves the proposal, submit a signed copy to the Executive Director through the system Chief Academic Officer. Only post the form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.

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| --- | --- |
| **UNIVERSITY:** | DSU |
| **DEGREE(S) AND PROGRAM:** | **Digital Humanities Certificate (Graduate level)** |
| **CIP CODE:** | **24.0103** |
| **UNIVERSITY DEPARTMENT:** | **College of Arts and Sciences** |
| **BANNER DEPARTMENT CODE:** | **DLAN** |
| **UNIVERSITY DIVISION:** |  |
| **BANNER DIVISION CODE:** | **DCERTF.DHM** |

**University Approval**

*To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.*

|  |  |  |
| --- | --- | --- |
|  |  | 5/4/2020 |
| President of the University |  | Date |

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| --- |
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1. **Program Degree Level (*place an “X” in the appropriate box*):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Associate |  | Bachelor’s |  | Master’s |  | Doctoral |  |

1. **Category (*place an “X” in the appropriate box*):[[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Certificate |  | Specialization |  | Minor |  | Major |  |

1. **The program action proposed is (*place an “X” in the appropriate box*):[[2]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| Inactive Status |  | Termination |  |
| *See question 4* |  | *See questions 5 and 6* |  |

1. **INACTIVE STATUS** 
   1. **Provide a justification for inactivating the program:**
   2. **If there are current students in the program, what are the implications of placing the program on inactive status?**
   3. **What is the last date (day/month/year) by which a student can graduate in the program?**
   4. **What is the proposed date (day/month/year) inactive status takes effect (the proposed date for inactive status is also the last date a student may enroll in or declare the program)?**
2. **TERMINATION WITH ENROLLED STUDENTS**
   1. **Provide a justification for terminating the program:**
   2. **What is the plan for completion of the program by current students?**
   3. **What is the proposed date (day/month/year) program termination status begins (program status in the database changes to *Phasing Out* and last date a student may enroll in or declare the program)?**
   4. **What is the last date (day/month/year) in which a student may enroll in the program (program status in the database changes to *Phase Out*)?**
   5. **What is the last term or date (day/month/year) by which a student can graduate from the program?**
   6. **What are the potential cost savings of terminating the program and what are the planned uses of the savings?**
   7. **What are the resulting employee terminations and other possible implications including impact on other programs?**
3. **TERMINATION WITHOUT ENROLLED STUDENTS**
   1. **Provide a justification for terminating the program:**

The university has had this certificate for several years and have struggled to get enrollments. There are currently no students enroll in the program and DSU is asking for the program to be terminated.

* 1. **What is the proposed date (day/month/year) for the program to terminate (program status in the database changes to *Deleted*)?**

Summer 2020

**What are the potential cost savings of terminating the program and what are the planned uses of the savings?**    
  
One of the English faculty who would have taught the courses in the certificate is retiring at the end of the spring 2020 semester. DSU is not rehiring an English faculty position next year.

* 1. **What are the resulting employee terminations and other possible implications including impact on other programs?**

The courses in this certificate are not in the teaching schedule. There are no employees being terminated.

1. Note: Certificates, specializations, and minors may only be terminated and not placed on inactive status due to limitations in Colleague. [↑](#footnote-ref-1)
2. Note: An inactive program is a program a university has authority to offer, but the program is not admitting new students and has not formally terminated. A presumption exists that inactive status is a temporary status; universities review inactive programs periodically to determine the feasibility of reactivating or terminating the program. Programs can remain inactive for five (5) consecutive years at which time a university must terminate the program. A terminated program is a program for which a university ceases to have authority to offer. Reinstatement of a terminated program requires university and BOR approval through the prescribed new program approval processes. [↑](#footnote-ref-2)