**Degree or Certificate Program Closure Form**

Note: Required attachments & approvals for request are listed below.

Institution: *The University of Texas at Dallas*

Degree Level:

Degree Code Abbreviation (e.g. MA):

Degree Designation Description *(e.g. Master of Arts):*

Degree Program Title (e.g. Psychology):

*Or Certificate Program Title:*

Degree Program CIP Code[[1]](#footnote-2):

*Or Certificate CIP Code:*

CIP Code Name:

Administrative Unit Name [e.g., School or Department Name] & Number [OISDS will provide the THECB number]:

Proposed effective date of change:

*If “funding change” or “other” request*

Does the proposed change affect a doctoral or professional degree program that was approved by the Board at a THECB quarterly meeting after September 1, 2023?  Yes  No

**Required Contact Info and Approvals for Request**

* Submitter Contact: Dr. Serenity Rose King, [serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu), *972-883-6749*
* Proposal Contact’s *name, email, phone*:
* CAO/Designee Approval Contact: Dr. Inga H. Musselman, [Inga.Musselman@utdallas.edu](mailto:Inga.Musselman@utdallas.edu)*, 972-883-2271*

Note: The submitter will certify that all appropriate approvals have been collected, and the submitter contact and proposal contact and will receive a copy of the proposal upon submission.

Additional Fields for Degree or Certificate Program Closure

Degree Program Closure Guidance

Institutions requesting to close a degree program must:

1. develop and execute a teach-out plan;
2. give appropriate notification to the federally recognized institutional accreditor and the Program's accreditor, as applicable;
3. cease to admit new students to the program;
4. ensure that all courses necessary to complete the program are offered on a timely basis; and
5. close the program when the last student enrolled in the program has graduated or the teach-out period has lapsed.

Rationale to close degree program:

Provide a teach-out plan if students are still enrolled in the current degree and/or certificate program:*you may attach a document*

Last date students were/will be admitted to the program: *date*

Degree program closure date: *date*

1. The Office of Institutional Success and Decision Support (OISDS) staff will assist the school/program faculty to assign the CIP code. [↑](#footnote-ref-2)