

Curriculum - Discontinue - Certificate - v22.23

Program with Import Required

General Catalog Information

**Contact person***

Please type in the name, email, and phone of the primary point of contact for questions related to this proposal.

Department*

This is the Departmental Owner of the Plan or Sub-Plan(s) being listed for Discontinuation

Type*

- Program
- Shared Core

Always select "program"

Certificate Name:*

Plan or Sub-Plan(s): If you are discontinuing the primary plan it will imply ALL sub-plan(s) are being discontinued.

Term the Anticipated Discontinuation Goes Into Effect:***Certificate Type/Code:***

Only Choose from the Certificate Types Listed

Certificate Level:*

Campus Option(s) to be Discontinued:*

- ALL CAMPUS OPTIONS
- Manhattan Campus-Based (MANHAT)
- Manhattan Online (ONLINE)
- Olathe Campus-Based (OLATHE)
- Olathe Online (ONLOLT)
- Salina Campus-Based (SALINA)
- Salina Online (ONLSAL)

Certificate Codes (KSIS) Being Discontinued*

List all of the KSIS codes that are to be discontinued.

Catalog Description*

This should import based on the chosen field above

Is this an Interdisciplinary Certificate?*

- Yes
- No

If Yes, List Department/College Collaborators**Rationale and Impact****List of Reasons/Rational for Discontinuation***

- **The certificate is a low-award program that no longer serves needs of students, faculty,

and the mission of the university.

- **The certificate is part of a restructuring plan that will result in a merger or re-organization of existing programs.
- **The certificate has student enrollment and student interest, but a range of circumstances – often budgetary or resource allocation issues – compel the program faculty and school/college dean to seek program discontinuation.
- **Other: state reason in box below

As referenced in the University Handbook, Appendix K: Discontinuance of Academic Programs {<https://www.k-state.edu/provost/universityhb/fhxxk.html>}

Other Reason/Rational for Discontinuation

Use only if checked the box Other above in the List of Reasons/Rational for Discontinuation

Justification for why the certificate is being discontinued*

Required Justification for why the Certificate is being Discontinued: University Handbook, Appendix K: Discontinuance of Academic Programs {<https://www.k-state.edu/provost/universityhb/fhxxk.html>}

WARNING: Summarize impact on other units

Indicate how the discontinuation of the certificate impacts other units, etc...

If other areas/units or plans are impacted statements should include the date when the head of a unit was contacted, and the response or lack of response

We highly recommend you consider running an Impact Report if the certificate is Interdisciplinary.

Additionally, running this report may help you make sure that the certificate is not listed in another program as a possible option for degree completion.

- Explain the effects this proposal may have on other units.
- For courses listed in the certificate, contact all affected units.
- Will this affect enrollments in courses in another college?
- Failure to contact all impacted units and include responses can cause delays.
- Include responses (or lack of response) in the box below or attach copies.

Impact Statement***Transition Plan***

Indicate the number of students currently enrolled and admitted to the program/plan. Will students be moved to a new option (i.e., Freshman/Sophomore standing will be moved to _____ and Juniors/Seniors will be allowed to finish out in the current code. Students that have applied to graduate but are not enrolled – will they be contacted, etc...

What Term Should Admissions Stop:*

The recruitment cycle for undergraduate and graduate programs actually begins 8-15 months prior to the semester starting. Most admission decisions and registration processes have occurred or are in the final decisions weeks before the semester start. If the next available semester is being chosen you will be required to work with UG or GR Admissions on a transition plan for ALL new admits.

When is the Final Term the Certificate Will Be Offered or Can be conferred:***Certificate Requirements**

ATTENTION: Attach the APPROVED version of your Certificate Curriculum as listed in Curriculog and the University Catalog.

To add and view attachments use the Files icon (upper right)

Click the checkbox below after the required document is uploaded

Attachments:*

Certificate Curriculum Requirements

Additional Routing



Does your department have a Department Curriculum Committee?*

Yes No

IMPORTANT: Click **Validate and Launch Proposal**

Questions?

If you have questions on any part of this form please contact your [Curriculog Team Member](#)

For Registrar Office Use Only



Status

Actual Effective Term

Acalog-Undergraduate

Acalog-Graduate

DARS

Implementation Notes

Form Revised: 8-22-2022

NOT IN USE: Curriculum - Course Picker*

This information loads in from the Program/Plan Option at the beginning of the term.