**TO:** Provost’s Name

Provost & Senior Vice President for Academic Affairs

**THROUGH:** Graduate Dean’s Name

Dean, Graduate School (if appropriate)

**THROUGH:** Dean’s Name

Dean, College/School

**FROM:** Department Head’s/Chair’s Name

Head, Department

**DATE:** Click or tap to enter a date.

**SUBJECT:** Proposed Deletion of Title of Program, Distance Program, Option, or Degree Nomenclature

We request that the following proposal to delete Title of Program, Distance Program, Option, or Degree Nomenclature be added to the Board of Trustees’ agenda for their meeting date meeting.

**Proposal:**

The Department within the College/School is proposing the deletion of the Program(s), Distance Program(s) or Option(s). Include a rationale (1 paragraph).

**Review and Consultation**

(1 paragraph) What are the reasons for deleting the program(s), Distance Program(s) or Option(s)? Why is the unit making the request now?

**Recommendation:**

We recommend that the proposed request to delete an academic degree program be approved by the Offices of the Provost and the President and forwarded to the Board of Trustees, SACSCOC (if applicable) and the Alabama Commission on Higher Education for review and approval.