



UNIVERSITY POLICY AC-08.03-04/25

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Degree Program Termination

RESPONSIBLE OFFICE: Office of the Provost

I. Purpose:

The Florida Board of Governors (“BOG”) has authorized the University of West Florida (the “University”) Board of Trustees (“BOT”) to terminate degree programs at the bachelor’s, master’s, advanced master’s, and specialist levels. Termination of research or professional programs at the doctoral level may be recommended by the BOT to the BOG.

II. Definitions:

A “Degree Program” has the same definition as that found in BOG Regulation 8.011, Academic Degree Program Coordination and Approval; it may also be known as an “academic program” or an “academic degree program” as those terms are used in BOG Regulations 8.011, Academic Degree Program Coordination and Approval, and 8.012, Academic Program Termination and Temporary Suspension of New Enrollments.

III. Policy:

A. Termination of Degree Programs

The University may terminate Degree Programs to ensure the efficient use of state resources and maintain the quality and relevancy of degree programs offered. Reasons for terminating Degree Programs may include, but are not limited to, the following:

1. Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment;
2. The Degree Program duplicates other offerings at the University;
3. Faculty or other resources are no longer sufficient to deliver a high-quality Degree Program;

4. The Degree Program is no longer aligned with the mission or strategic goals of the University or is no longer aligned with strategic goals of the BOG; or
5. The Degree Program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.

B. Implementation

To implement this policy, the Office of the Provost has in place Degree Program termination procedures and guidelines that include the following:

1. A formal process for determining Degree Programs that are candidates for termination that includes review by the Faculty Senate Academic Council, Academic Affairs Budget Office, and the Administrative Councils as defined in the procedures and guidelines;
2. A teach-out plan to accommodate any students or faculty who are currently active in a program that is scheduled to be terminated;
3. A plan to notify Florida College System (FCS) institutions that the University has begun the process of terminating a baccalaureate program, including any temporary suspension of a program, so that FCS students may be advised appropriately; and
4. A process for evaluation and mitigation of any potential negative impact the proposed termination may have on current faculty and students.

C. Temporary Suspension of New Enrollments in a Degree Program

1. While considering whether to terminate a Degree Program or after deciding to terminate a Degree Program, the University may suspend new enrollments in the program.
2. In order to suspend enrollments, the University will submit a "Request for Temporary Suspension of New Enrollments in an Academic Program" form to the BOG providing the information required by the BOG.
3. A Degree Program may be suspended for new enrollments for up to nine consecutive terms, including summer terms.
4. Temporary suspensions must be approved by the Office of the Provost prior to the start of the affected term.

D. General Information

1. The University shall not terminate a Degree Program funded through the Education and General budget in order to operate an identical or similar self-supporting or market tuition rate program at the same degree level.
2. The BOT is responsible for approving termination of Degree Programs with the exception of the master's degree program in nursing, which must be approved by the BOG. The Termination must be approved by the BOT before the start of the effective term. Upon termination of a Degree Program, the University will submit to the BOG a request for termination.
3. The UWF Accreditation Liaison is responsible for notifying the BOG and the current accrediting organization in accordance with Policy AC-18, Substantive Change, as it may be amended.

Approved by:  **Date:** 04/18/2025
D54A387C376848D...
Dr. Martha D. Saunders

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties
Florida BOG Regulation 8.011, Authorization of New Academic Degree
Programs and Other Curricular Offerings
Florida BOG Regulation 8.012, Academic Program Termination
34 CFR 602.24
34 CFR 668.14

Cross Ref.: AC-07, Academic Program Review
AC-09, New Academic Program Approval
AC-13, Addition, Modification, and Deletion of Specializations, Minors, and
Certificates
AC-18, Substantive Change

History: Approved June 2009; revised April 2014 and April 2025

Last Review: April 2025