

Recommended steps for deleting specializations

- Submit a program modification CCR by July 2011 to delete the specialization effective Fall 2012.
 - The CCR should indicate that only a specialization is being deleted, not the entire program, in the rationale and the proposed program description.
 - The CCR should contain information about how students currently enrolled in the specialization will be informed about the specialization deletion and the length of time* they will have to complete their programs.
- If a full degree program is being terminated, the CCR must be accompanied by a Request to Terminate a Degree Program, the template for which is available on the Academic Affairs web site <http://uwf.edu/academic/programs/planning.cfm>. Such terminations require Board of Trustees approval, notification to the Board of Governors, and, prior to implementation of the termination, notification to SACS.
- Consider the impact of deleting the specialization on other departmental offerings, and submit related CCRs as appropriate. For example:
 - Should the main program or another specialization be modified to reflect the deleted specialization?
 - Are there courses that were primarily used for this specialization that should be deleted? (However, keep in mind that specialization courses may need to remain on the books for a period of time to allow students currently enrolled in the specialization to complete the specialization.)
 - Are there related minors or certificates that were primarily based on those courses that should be deleted?
- Determine timeline for phasing out specialization and expected last semester of awarding degrees (per UWF and SACS requirements):
 - When is the last semester that a department should admit students to the specialization?
 - For those enrolled in the specialization, what is a reasonable amount of time* to give students to complete the specialization before any courses unique to the specialization are no longer offered?
 - If courses unique to the specialization are deleted, what substitutions will be available to currently enrolled students for them to complete their programs?
- Develop a list of students currently enrolled in the specialization. The Registrar's Office can provide the names of students who would be considered "currently enrolled" and "eligible to enroll" (i.e., still in continuous enrollment status) who have declared that specialization as their major.

- Notify in writing all current majors that the specialization is being phased out and develop plans for students to complete degree requirements or switch to a different degree option. The department should retain a copy of all communications to students.
- Notify departmental advisors, the University Advising Center, the Admissions Office, and the Registrar's Office that specialization is being phased out and identify other program options for students interested in this specialization.
- Update catalog, web, and any other program materials to reflect deletion.

**It is University practice that once a student has declared a major and/or specialization and associated catalog year, the University has the obligation to offer within a reasonable period of time those courses (or acceptable substitutes) so that the student can complete the major/specialization as described in the catalog for the year of record for as long as the student maintains continuous enrollment or selects a different major and/or specialization. If student does not maintain continuous enrollment, upon readmission the student becomes subject to the catalog in effect at the time of readmission and enrollment. Continuous enrollment is defined in the University Catalog as follows: "Continuous enrollment is defined as enrollment in the University without a non-enrollment period of three or more consecutive semesters (summer semester included). Credits earned at other institutions during any semester, while not registered at UWF, will not constitute continuous enrollment at UWF."*

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