

**University of Alabama at Birmingham**  
**DELETION OF AN ACADEMIC PROGRAM OR A CERTIFICATE PROGRAM**

Documents Required for Submission of an Academic Program or Academic Certificate Deletion:

1. Letter to the UAB Provost from the Dean
    - a. Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.
    - b. Provide a communication plan to inform all affected parties of the closure, to include
      - i. Explain how students who are currently enrolled and those with lapsed enrollment will be informed of the closure.
      - ii. Explain how faculty will be informed of the closure.
    - c. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and from the teach-out institution(s) related to the closure. All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s).
    - d. Explain how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.
    - e. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.
    - f. Provide copies of signed teach-out agreements with other institutions, if applicable.
    - g. Explain how faculty and staff will be redeployed or helped to find new employment.
- Note: Do not submit individually identifiable student information.

The Provost will provide a letter of approval to be submitted to SACSCOC along with the letter from the Dean.  
UAB's SACSCOC Liaison will notify the department of SACSCOC's decision

AFTER the department/school has received the SACSCOC letter of approval, the item may be submitted to the appropriate internal Curriculum Committee, the UA System Board of Trustees, and the Alabama Commission on Higher Education.

## UAB INVENTORY DELETION(S) ACADEMIC PROGRAMS OR CERTIFICATES

School and  
Department: \_\_\_\_\_

CIP CODE	Program Type and Title (Degree, Certificate, Concentration, Minor, ABM, etc.)	DEGREE NOMENCLATURE

The above entry(s) should be deleted from the University's academic program inventory. My institution understands that these entries cannot be added back to the ACHE inventory in the future unless the institution undergoes the regular process for new program review and approval.

\_\_\_\_\_  
Institutional Representative

\_\_\_\_\_  
Date

***Alabama Commission on Higher Education***

**Form B: Academic Program Inventory Deletion Form**

Please refer to the Academic Program Inventory for the CIP code, program title, and degree nomenclature to be listed on the deletion form. Only one program should be listed per form.

<b>CIP Code</b>	<b>Program Title</b>	<b>Degree Nomenclature</b>

The above entry should be deleted from the Commission's Academic Program Inventory. I, as the inventory contact for the institution above, understand that this entry cannot be added back to the Inventory in the future unless the institution undergoes the regular process for new program review and approval.

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Signature of Authorized Inventory Official (Associate Vice Provost)

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Title

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Date

**DELETION OF CONCENTRATIONS, TRACKS, SPECIALIZATION, DUAL DEGREE PROGRAMS WITHIN UAB OR OTHER INTERNAL COLLABORATIVE PROGRAMS, SUCH AS ACCELERATED BACHELORS TO MASTERS.**

These items do not require SACSCOC approval or notification and can be submitted to the appropriate internal committee. Include the following form:

**INVENTORY DELETION(S)**

School and  
Department: \_\_\_\_\_

CIP CODE OF ASSOCIATED DEGREE PROGRAM(S)	Program Type and Title (Degree, Certificate, Concentration, Minor, ABM, etc.)	DEGREE ASSOCIATION

The above entry(s) should be deleted from the University's academic program inventory. My institution understands that these entries cannot be added back to the ACHE inventory in the future unless the institution undergoes the regular process for new program review and approval.

\_\_\_\_\_  
Institutional Representative

\_\_\_\_\_  
Date