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|  جامعة الإمارات العربية المتحدة<br>United Arab Emirates University<br> | <b>Graduate Studies Policies Manual</b>                      | Policy Number            | GP-09       |
|   |  | Effective Date           | 12-Aug-2018 |
|   | <b>Subject</b><br>Discontinuation of Graduate Programs       | Most Recent Review Date  | 15-Apr-2018 |
|   | <b>Responsible Office:</b> Dean, College of Graduate Studies | Due Date for Next Review | 01-Sep-2021 |
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## 9. Discontinuation of Graduate Programs

### Overview

Details the quality assurance framework that regulates the discontinuation of Graduate Programs.

### Scope



Applies to all Colleges and Departments of the UAEU.

### Objective

Changing circumstances may dictate that a College discontinues a graduate program either for operational or academic reasons. The University has identified key elements that ensure that this process is carried out with due notice and without affecting the enrollment or rate of progress of currently enrolled students. These elements constitute a quality assurance framework that prescribes the requirements of proposals to discontinue graduate programs and the processes through which they are approved.

### Policy

1. Changes in the needs of society and the interests of students require that the University has policies not only for the establishment of new graduate programs, but for discontinuation of programs that are no longer responsive to societal needs and student interests. These policies ensure the wise stewardship of the University's resources.
2. The College of Graduate Studies has the primary responsibility for coordinating discontinuation of existing graduate programs. In this connection, the University must ensure adequate notice to students and faculty.



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## Procedures of Policy No. (9) - Discontinuation of Graduate Programs

- a) The Dean of the College of Graduate Studies, assisted by the College deans, has the primary responsibility for coordinating, reviewing, and recommending proposals for the discontinuation of academic programs.
- b) Discontinuation of programs may occur in two ways: suspension of academic programs and termination of academic programs.

### 1. Suspension of Graduate Programs

- a) The request for suspension of an academic program may be initiated at any of the administrative levels within the University. Any of the following criteria may form the basis for suspension of a program:
  - (i) Evidence that the program is no longer contributing to the mission of the Department, College or University;
  - (ii) Substantial and significant decreases in student enrollment over a period of several years;
  - (iii) Failure of the program to graduate an average of three students per year over a three-year period;
  - (iv) Low academic quality as indicated by results of program review or loss of accreditation; or
  - (v) Insufficient human or financial resources to support the program.
- b. Whenever a program or Department initiates the suspension of an academic program with the concurrence of the Department Chair and College Dean, the Dean of CGS must approve the request, after consultation with the Graduate Studies Council, and the Provost. When program suspensions are initiated by the College dean, the Dean of CGS or the Provost, sufficient opportunity must be provided to the program or Department to demonstrate the need for continuation of the academic program. In some cases, relocation of the program within the University or merger with other programs may be considered.
- c. Suspension of a graduate program requires adequate notice. Provision must be made to permit students in the program to complete requirements for the degree. During program suspension, no new students may be admitted to the program. After appropriate review, Dean of CGS and the Provost make recommendations for the suspension of academic programs. Their recommendations for the suspension of academic programs are forwarded to the Vice Chancellor for final approval following review by the Academic Council. Notice of the suspension of academic programs is submitted by the Vice Chancellor to the Chancellor and the University Council as an information item. A program suspension may be lifted whenever the circumstances for suspension no longer exist.

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## 2. Termination of Graduate Programs

- a) Termination of graduate programs may be initiated by the respective Department, College or University and occurs under either of two circumstances:
  - (i) Whenever there is approval by the Department, College and University on terminating a suspended program.
  - (ii) Whenever a graduate program remains under suspension for at least five years and no action is taken to reinstate the program.
  
- b) Program termination requires the recommendation of the Dean of CGS, after consultation with the Graduate Studies Council, and the Provost. Their recommendations for the termination of academic programs are forwarded to the Vice Chancellor following review by the Academic Council. The termination of academic programs is then recommended by the Vice Chancellor for approval to the Chancellor and the University Council.