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| <br>جامعة الإمارات العربية المتحدة<br>United Arab Emirates University<br><br> | <b>Graduate Studies Procedures Manual</b>               |  | Related Policy            | GP-09       |
|                                                                                                                                                                                                                                               | <u><b>Subject</b></u>                                   |  | Effective Date            | 01-Sep-2014 |
|                                                                                                                                                                                                                                               | Discontinuation of Graduate Programs                    |  | Most Recent Review Date   | 01-Dec-2013 |
|                                                                                                                                                                                                                                               | <b>Responsible Office:</b> DVC Research & Grad. Studies |  | Due Date for Next Review  | 01-Sep-2016 |
|                                                                                                                                                                                                                                               |                                                         |  | Pages of these Procedures | 1 of 2      |

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

- a) The Dean 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 the suspension of an academic program is initiated by a program or Department with the concurrence of the Department Chair and College Dean, the request must be approved by the Dean of CGS and the DVCRGS. When program suspensions are initiated by the College dean, the Dean of CGS or the DVCRGS, 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, recommendations for the suspension of academic programs are made by Dean of CGS and the DVCRGS. 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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|                                                                                                                                                                                                                                               |                                                         |  | Pages of these Procedures | 2 of 2      |

## 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 and the DVCRGS. 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.