

CIM PROGRAM MANAGEMENT INSTRUCTIONS:

Proposing A Program Closure

To suspend, inactive, or close a program temporarily or permanently, you are required to request approval in advance of taking any actions. Please follow the instructions below.

Closing a Program through CIM

- Go to <https://next-bulletin.miami.edu/programadmin/>
- Click the icon  to complete the log in.
- You will see a table with every academic program in the Bulletin.
- Find the program you want to close by typing in a keyword or academic plan code surrounded asterisks (for example: *history*).
- The programs with that keyword will populate in the table. Click on the name of the program you want to close and it will populate in the screen below the table.
- Click on the red  button on the left-hand side of the screen directly under the table.
- A new window will appear with the closure form. **Please note that you must complete the form in one sitting. You cannot save a draft.**

Please note that this form is public. Do not include confidential information or student names.

Date of Closure: Please enter the date when new students will no longer be admitted into the program. The date can be at term date rather than a specific date.

Proposer(s) Name: The CIM system automatically identifies the person who submits the electronic proposal. However, usually this person is not the person responsible for the actual proposal. So, this field has been added so that the official proposer (not the person entering it into the CIM system) can be identified. List the name(s) of the author(s) of the proposal including name, faculty rank/title, academic program/department, and school. Also include contact information such as UM phone number and email in case the Faculty Senate Office needs to follow up regarding the proposal. **University Faculty member must be the official proposer for any proposal that requires Faculty Senate approval.** Multiple people may be included in this area.

Reason for Closure: Please describe the reasons why the program is being closed and indicate if it is temporary or permanent.

Describe the number of students currently enrolled in the program and when they are expected to complete the program: Describe how many students are enrolled this semester and project when they are estimated to complete the program.

Explain how current students will be helped to complete their program of study: This is commonly referred to as a teach-out plan. Determine the courses students will need each semester in order to graduate and then explain how these will be offered and how instruction will be supported. If you need assistance, contact Patty Murphy, pattymurphy@miami.edu.

Describe any additional charges/expenses students will incur due to the program closure, if any: Describe any additional charges or expenses students will have. If none, write "N/A."

Describe how current faculty and/or staff will be affected by the program closure, if at all, and how they will be redeployed or helped to find new employment, if needed: Explain if any faculty or staff positions have been or will be eliminated as a result of the closure. If none, then explain why none will be affected.

Explain how and when any affected parties (students, faculty, staff) will be informed of the impending closure: You are required to officially inform students, faculty and staff in the program about the program closure. Please describe how (for example, email or meeting) they will be notified, who (for example, department chair, advisor, dean, etc.) will notify them, and when they will be notified. These notifications can be in the future but they do need to be planned and described.

Attach Supporting Documentation: [Optional]
The purpose of the online CIM form is to reduce the documents that reviewers have to review so only attach supporting documentation if needed. Do not attach another version of the proposal. The attachments should only be additional information, if needed.

➤ **Before uploading documents, please combine all of them into one pdf file.**

- Click the  button and select the file you want to upload and click the  button. The file will then be attached (it will be fully uploaded when you save or submit the proposal form).
- To remove an uploaded attachment, simply click the [Remove](#) link next to the document name.

Submitting the Completed Proposal

When you are done with the proposal, click the green  button to submit the proposal. Once you've done this, it will automatically go to the next step in the approval workflow. You can monitor the progress of the proposal through the workflow in CIM by looking up the program in the CIM Program Management search table.

NOTE: For program closures, SACSCOC must be notified early in the process since prior approval is required. You cannot remove the program from the website or admission publications until you receive notification from the Office of University Accreditation. It often takes six months to get this notification. In the meantime, once SACSCOC is notified (but not before), you can put a note that the program is closing or that the program is not accepting applicants “pending approval of the Southern Association of Colleges and Schools Commission on Colleges.” The Registrar’s Office will add that language as well to the program page in the Academic Bulletin and remove the program from the Bulletin once it is finally approved by SACSCOC.