MEMORANDUM

TO: Academic Deans, Department Chairpersons and Faculty

FROM: James H. Wyche, Ph.D.
Provost and Chief Academic Officer

SUBJECT: Guidelines for Program Status Notifications and Academic Advisement in Discontinued Undergraduate Academic Degree Programs in the Division of Academic Affairs

On January 29, 2011, the Howard University Board of Trustees approved the following undergraduate academic programs for discontinuation.

College of Arts and Sciences
- Anthropology
- Classical Civilization
- Fashion Merchandising
- German
- Interior Design
- Music Education
- Russian

School of Communications
- Communication Sciences and Disorders

School of Business
- Hospitality Management
- Insurance

Following are guidelines for providing program status notifications and academic advisement for departments with discontinued undergraduate degree programs.

I. Notifications to Students

A. Continuing students. All current students in the affected academic programs will have a 5-year program completion window (no later than August 2015). Affected academic degree programs will no longer exist following this date.

B. All continuing students must be advised using the “teach-out” plan (see attached form) in conjunction with General Registration-fall 2011, but no later than April 30, 2011. All forms are to be retained in the department’s files.

C. Every effort should be made to accelerate student completion of affected academic programs and to monitor ongoing student progress up to the August 2015 program end date.

D. Students pursuing academic minors in the affected programs will be permitted to complete the minor option no later than August 2015.

E. Continuing students seeking majors in the affected programs through Intra-University Transfer must complete the transfer process prior to the end of the spring 2011 semester, after that point, they must be advised to seek other major options.
F. All continuing students must be notified of the affected program action by April 30, 2011. See attached acknowledgement form. All forms are to be retained in the department’s files.

G. **Former Students Returning.** Previously enrolled students who are not currently enrolled in the affected programs will be provided a limited window of opportunity to return to the University as a Former Student Returning (FSR), but they must complete all program requirements by August 2015 and must be so advised.

H. **New Admissions.** There will be no new student enrollments in the affected academic programs – effective immediately.

I. **Options for students admitted to discontinued programs.** Departments will be asked to assist students who were admitted to the affected academic programs prior to January 29, 2011, to select another major. Departmental advisement is strongly recommended for these students.

II. **Academic Advisement**

   Each school/college and department should ensure that all students receive strong, continuous, academic advisement in all academic programs. Each student must have a program of study on file in the program office that will guide their continued matriculation. The document must be signed by the student and the advisor.

III. **Public Notices regarding the Status of Discontinued Programs**

   Affected academic programs must ensure that all program information, web content, recruitment materials, course catalogue, and program curriculum information is updated to reflect program discontinuation status by April 30, 2011. Copies of updated information should be submitted to the Office of the Provost.

Attachments:

- Teach-out Plan
- Acknowledgement Form

cc: Mr. Steven L. Johnson, AVP for Enrollment Management
    Ms. Carol McKinnon, Registrar
    Ms. Linda Sanders-Hawkins, Director of Admission