Undergraduate Program/Module Closure Template

Proposals for all undergraduate program/module closures require review and approval by Western’s Senate.

This template is associated with the proposal of program/modules closures.

Once completed this template will be presented at the Subcommittee on Program Review – Undergraduate (SUPR-U). The proposal will also be subsequently presented to the Senate Committee on Academic Curriculum and Awards (ACA) and Senate. Pending any requests for additional information, the review and approval process typically takes a few months.

Support with the development of the proposal can be procured through the Office of Academic Quality and Enhancement (OAQE) and/or the Centre for Teaching and Learning (CTL).

Any questions can be directed to the OAQE at: [OAQE@uwo.ca](mailto:OAQE@uwo.ca). For questions about calendar copy or the governance process for proposals, contact the Secretariat at: [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca).

Proposals must be submitted by the Dean’s Office as an MS Word document to the Secretariat at [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca). The Secretariat provides support for determining the appropriate governance pathway.

**Name of the Module/Program:** *Insert name.*

**Academic Unit:** *Insert name of Academic Unit submitting the proposal.*

**Faculty / School / Affiliate University College:** *Insert the name of the Faculty / School / Affiliate University College.*

**Primary Contact:** *Include the name, role, unit, and email address. Note the primary contact must be the Dean or Associate Dean.*

**Department/Program Contact***: If there is a department or program level contact for the proposal, include their name, role, department/program, and email address. If there is no department/program contact, delete this item.*

**Date of Closure:** *Add date here.*

**Motion:** *State the proposal in the form of a brief motion. A ‘sunset clause’ is normally required for the withdrawal of a program/module that has students currently enrolled in it. If there are no students enrolled, the program may choose to withdraw the program effective the next calendar year, provided there are no negative effects on students in remaining modules. The motion should outline when admission will be discontinued and the date for the withdrawal of the program.*

*For example:*

*Effective September 1, 2025, admission to the Major in \_\_\_\_\_\_\_\_\_\_\_\_ be discontinued, and that students currently enrolled in the module be permitted to graduate upon fulfillment of the module requirements by August 31, 2028, and that the module be withdrawn effective September 1, 2028.*

**Link to Calendar Copy:** *Add here.*

**Please complete all relevant sections below:**

1. **What is the rationale for the closure? Please describe the alignment with the unit's academic plan.**
2. **What are the current and projected enrolment figures (until the proposed withdrawal of the program/module)?**
3. **What is the impact of the closure on the academic unit, other units, and any inter-Faculty and inter-institutional agreements/contracts?**
4. **If there are current students in the program/module, what plans are in place to support them?**

**Educational Policy Committee (EPC) Approval Date** (or equivalent committee): *List the EPC and approval date. Please also include any other bodies that approved the proposal.*

**List of persons consulted:** *List all individuals/programs consulted. Please also include:*

1. *The date the consultation was sent to the parties.*
2. *A summary of feedback received at the end of the consultation list, with units/roles identified as relevant.*

Officially, consultation takes place between Deans’ and Departmental offices. Initial consultation may have taken place between Faculties and Departments at Western and the Affiliated University Colleges, the relevant University Library, Education Policy Committees (or equivalent bodies), other institutions (if relevant to the proposal), and the Registrar’s Office. However, the responsibility for a proposal rests with the Office of the Dean.

The Office of the Dean will send a copy of the proposal to the relevant Associate Deans Academic (or equivalent) and Department Chairs of other faculties. They will have 30 days from the date the proposal is received to comment. Departments are encouraged to think broadly about consultation and to consult all other Departments/Faculties, including interdisciplinary programs offered between Departments/Faculties, that may be impacted by the proposal.

If, in the view of SUPR-U or ACA, a proposal has not had sufficient consultation, the proposal will be referred back to the Faculty, School or Affiliated University College until this has been done.