Undergraduate Program/Module Closure Template

**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.*

**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module be permitted to graduate upon fulfillment of the module requirements by August 31, 2028, and that the module be withdrawn effective September 1, 2028.*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?**

**EPC and Approval Date:** *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.*

**Signatures:** *Please add signatures of Chair/Director of the relevant academic unit and the Dean (or delegate)*

**Academic Unit:** *Name, Signature, Date*

**Faculty:** *Name, Signature, Date*