University of Nebraska

Deletion of Academic Unit

Academic units include colleges, departments, and schools

*For Centers, Bureaus and Institutes use Centers form*

# I. Descriptive Information

|  |
| --- |
| **Name of Campus Proposing New Academic Unit** |
|  |
| **Name of Current Academic Unit** |
|  |
| **Administrative Unit(s)** *[e.g. college, division, etc.]* |
|  |
| **Academic Program(s) Housed in the Academic Unit** |
|  |
| **Proposed Date for deletion of the Unit** |
| *[term/year]* |

# II. Details

1. **Justification for the deletion of the Unit**
2. **Plan for the Implementation of the deletion of the Unit**
3. Current Students

*[Include the number of students who would be affected by the deletion of the Unit and their status. Address if these students will be allowed to finish their programs and if so, who will advise them.]*

1. Current Faculty and Staff

*[Address what personnel and curriculum changes will be made if this unit is deleted.]*

1. Impact on other units and programs
2. **Impact on Resources**
   1. **Fiscal**

*[What is cost savings of proposed deletion? If none, to what have resources been reallocated?]*

* 1. **Human**

*[Describe changes to personnel including separations or reassignments, including cost savings or reallocation.]*

* 1. **Physical**
  2. **Budget Projections [include Table 1 and Table 2]**

Table 1: Projected Expenses

Table 2: Revenue Sources for Projected Expenses

**!**

Use accessibility checker on ALL documents and fix any issues

When submitting to the appropriate campus office, submit

* Memo documenting college and department level approvals, electronically
* Proposal form as a Word document, electronically
* Tables 1 & 2 as an Excel document, electronically
* Supporting documentation as a PDF, electronically