



Office of the Provost

Water Tower Campus
820 N. Michigan Avenue | Chicago, Illinois 60611
Phone 312.915.7585 | Fax 312.915.7538

New Program³ Review

Following the completion of Year 3⁴ of a new program, a review must be undertaken by the academic unit to determine if the program should continue or be discontinued (sunset). The academic unit will submit a report to the Provost. This must include, among other criteria as defined by the school,⁵ a review of enrollment milestones and student enrollment, revenue generated, and expenses incurred. If enrollment milestones have not been met, but other indicators are positive, a two-year extension may be granted by the provost before a final decision is made about program continuance. At the end of the two-year extension (Year 5) the program will be reviewed again. If a decision is made to discontinue a program, a proposal must be submitted and review undertaken as outlined in the Chart of Reviews and Approvals for Academic Matters (#8 or #21). This review would include approval by the School/College/Institute Dean, review by the Board of Undergraduate Studies (BUS) for proposals to discontinue undergraduate programs, and review by the Graduate Studies Coordinating Board (GSCB) for proposals to discontinue graduate programs. Final approval for discontinuance is at the level of the Provost.

³ Undergraduate degrees and certificates; graduate and professional degrees and certificates.

⁴ Year 1 begins Fall of the first student enrollments.

⁵ For example, information about student outcomes, faculty research productivity.