

#### **D. Deletion of an Existing Program**

Proposals for program deletion should be prepared with each section clearly identified, appropriately labeled, and paginated. Proposals should be submitted electronically and include the following components:

1. Cover Sheet (Use the front page of this guide or the fillable form [coversheet](#) from the website, which contains basic information about the proposed program.)
2. Rationale  
Explain the reason for the proposed deletion.
3. Institutional Approval
  - a. Briefly describe the institution's educator preparation program deletion process.
  - b. Provide official documentation, including signatures, showing approval of the deletion was granted by all appropriate authorizing entities outlined in 3.a. If approval has not been granted, indicate when approval is expected.
4. Transition Plan  
If applicable, explain how candidates currently enrolled in the program will be accommodated.