



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

March 27, 2025

Review of Technical Education Program Modifications and Discontinuances

The Utah Board of Higher Education oversees modifications and discontinuances of technical education programs to ensure they align with workforce needs, institutional capacity, and systemwide efficiency. Under [Board Policy R401](#) and [Utah Code 53B-16-102](#), institutional boards of trustees can approve these changes within their designated role, mission, and service region.

Once institutional trustees approve, modifications and discontinuances are reported to the Board as information items for transparency and systemwide coordination.

Background and Review Process

Program modifications and discontinuances follow a structured process to ensure alignment with Board policies and institutional roles. Modifications may involve changes to a program's title, length, location, or delivery method. As part of the review conducted by the Office of the Commissioner of Higher Education, we verify that these adjustments comply with Board policies and continue to support workforce needs, institutional capacity, and student success.

When a program is discontinued, institutions must provide information about the number of students currently enrolled, the reason for discontinuance, and a structured teach-out plan to ensure students can complete their education without unnecessary disruption. A teach-out plan outlines the timeline for student completion, the academic advising and support services available to assist students in finishing their coursework, and any potential impacts on faculty and staff, including possible reassignments. Additionally, institutions must communicate these changes to students, faculty, and stakeholders to provide clarity and support during the transition.

The decision to discontinue a program is typically based on factors such as low enrollment, shifts in workforce demand, program redundancy, or budget constraints. Institutions must outline their rationale and specify a timeline for phasing out the program to ensure an orderly transition.

Commissioner's Recommendation

This is an information item only; no action is required.

Attachment

Attachment 1 – March 2025 Technical Education Program Modifications and Discontinuances