



# **CLOSURE OF AN ACADEMIC CENTER OR INSTITUTE**

---

1. Name of the Academic Center or Institute.

---

2. Name and title of the person(s) proposing closure of the Center.

---

3. The Center type (research, service, or instructional).

---

4. Reason for the closure of this Center.

---

5. Student impact of closure.

---

6. Attach a complete and detailed inventory of all assets associated with the Center.

---

7. Person responsible for records retention in accordance with Administrative Procedure 5.30.05-B:

---

8. Attach a complete and detailed list of the sources of funding currently held by the Center.

---

9. Disposition of assets to follow established procedures, depending on funding source and value per CCS Administrative Procedure 5.30.05-B

---

