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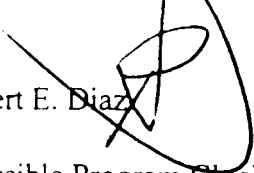
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Administrative Advisory Memorandum No. 97-1

May 14, 1997

To: College Presidents

From: Vice Chancellor Robert E. Diaz 

Re: General Notice of Possible Program Closings or Changes

On April 11, 1995, I issued Administrative Advisory Memorandum No. 95-1 (AAM No. 95-1), which addressed the above referenced matter. **THIS ADMINISTRATIVE ADVISORY MEMORANDUM SUPERSEDES AAM NO. 95-1.**

In light of the Board of Trustees Policy on Academic Program Planning as well as a pattern of cuts in financial support from our funding entities, college catalogs and other CUNY and college publications, such as registration and admission booklets, should be reviewed to ensure that they contain a notice that programs and course offerings are subject to being terminated or changed. Model language is provided below. A similar notice was one factor cited by courts in New Jersey in dismissing the claims of students after the closing of the dental school at Fairleigh Dickinson University in June 1990, following the loss of state aid.

The general notice should be prominently printed on either the inside cover, the front page, the next page or two, or the inside of the back cover of the college catalog, registration booklets, and similar publications, preferably in bold print. The more prominent the caveat, the more effective it will be in providing notice. Similar notices should also be placed in CUNY admission guides. Since many college catalogs are for multiple year periods, beginning with the fall 1997 semester, stickers or inserts should be placed in catalogs which do not already have such a notice.

IMPORTANT NOTICE OF POSSIBLE CHANGES

“The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.”

c: Chief Administrative Affairs Officers
Chief Student Affairs Officers
Legal Affairs Designees
Vice Chancellor Elsa Nunez
Dean Angelo Proto