Dear **[student]**,

This email is to inform to you that as of **[date]**, ­­­­­­­­­­­­­the **[program],** in which you are currently enrolled has been discontinued for incoming students.

**We want to assure you that you will be able to complete your degree in this program as long as you remain continuously enrolled at A-State until [semester year] and are making progress towards completion of this major.** Please work with your advisor to develop a graduation plan and map out the courses you will need to complete your degree.

We are dedicated in helping you complete your current degree or transitioning to another, if that is a better fit for you.

If you have any questions, I encourage you to reach out to **[advisor name]**, **[advisor title]** in the College of **[college name]**.

My best –

**[Sender – e.g., Dean, Department Chair, etc.]**

cc: Office of Accreditation and Assessment