Procedures and Guidelines for Deactivation, Reactivation, and Termination of Programs

Faculty Senate Approval –
Provost Approval –

Academic units have primary responsibility for initiating the deactivation, reactivation, and termination of programs, including major, minor, licensure and certificate programs. Program deactivation, reactivation, and termination are defined as:

Program Deactivation is a temporary suspension of a program that remains an approved program but does not admit new students. Reactivation of suspended programs can occur within a period of seven academic years from the time of deactivation. After a maximum of seven academic years, deactivated programs will be automatically terminated after notification by the Office of the Provost.

Program Termination is a complete discontinuation of a program. After termination, a reinstatement of the program must be submitted for approval as a new program proposal.

Program deactivation may be driven by, among other things, a temporary shortage of qualified faculty, equipment, or facilities, a restructuring of the program, or licensure issues. A planned or unplanned change in such conditions could prompt a reactivation of the program. Program termination would follow from, among other things, an ongoing long-term, academically justified lack of funding to support the program, lack of student enrollment, or changes in the discipline that render the program obsolete.

A formal proposal for all program deactivations, reactivations, and terminations must be reviewed and approved by the appropriate college or school curriculum committee, the college or school faculty if required by that unit, the Faculty Senate Undergraduate Curriculum Committee, the Faculty Senate, the Board of Trustees, and the ODHE. The approval process is initiated through submission of a request using the university curriculum workflow system.

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Deleted: Proposals for new major programs ultimately must be submitted to the ODHE for review and approval. ODHE forms are available on the Undergraduate Academic Affairs webpage.