

# Undergraduate Curriculum and Academic Policy Committee

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

(Available to View and Print as a PDF File)

### Deactivation, Reactivation, and Termination of Programs

Academic units have primary responsibility for initiating the deactivation, reactivation, and termination of programs, including major, minor, 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, student enrollment demand that exceeds the capability of the program resources, 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.

All program deactivations, reactivations, and terminations must be submitted as a proposal to be reviewed and approved by the appropriate department, college or school curriculum committee, the college or school faculty if required by that unit, the University Undergraduate Curriculum and Academic Policy Committee (UCAPC), the Faculty Senate and, if required, by the WSU Board of Trustees or the Ohio Board of Regents. Action to suspend enrollment through deactivation or termination or to reactivate a program cannot occur until all necessary approvals have been obtained.

### Procedures and Guidelines for Program Deactivation, Reactivation, and Termination

Program deactivation, reactivation, and termination requests for existing major, minor, and certificate

programs should observe the following format and guidelines::

I. Title of Program

II. College or School and Department responsible for administering the program.

III. Proposed Effective Date of Implementation

- a. Start date of program deactivation, reactivation, or termination.
- b. Plans for deactivated programs:: Anticipated date of reactivation.

IV. Rationale for Program Deactivation, Reactivation, or Termination

V. Student and Curriculum Program Information

- a. Number of students enrolled over the past five years and, for Reactivation, number of students projected to be enrolled over the next five years.
- b. Number of students awarded major or certificate degrees or successfully completed the minor over the past five years.
- c. List of courses by date to be deleted and/or made inactive from inventory (Course Inventory Forms must be submitted at the same time).
- d. List of courses by date to be added to or made active from inventory if applicable to reactivation (Course Modification Forms and Course Inventory Forms, respectively, must be submitted at the same time).

VI. Program Impact Information

- a. Impacts on other programs within the college or school.
- b. Impacts on programs in other university departments and colleges and schools.
- c. Impacts on faculty positions, teaching assignments, and staff in the department and college or school.
- d. Impacts on faculty and staff resources in other university departments and colleges and schools.
- e. Impacts on student populations.
- f. Impacts on the research mission and output of the university.
- g. Impacts on library resources and technology resources.

VII. External Impacts

- a. Impacts on local external curriculum partners, including high schools and colleges and universities.
- b. Impacts on consortium agreements, programs abroad and linkages to institutions abroad.
- c. Impacts on community organizations and professional organizations.

VIII. Transition Plan

Program deactivations and terminations affect students currently enrolled in programs. Although departments, colleges and schools, and the university cannot guarantee that students will complete an approved program of study, provisions must be made to assure that students have the maximum opportunity possible to complete the degree

program or successfully complete an alternative degree program within a reasonable period of time without any penalty in time or cost to graduation, all other things being equal. As such, it is necessary to provide a transition plan of course offerings or alternatives and a transition time line.

- a. Date by which current students must complete all degree requirements in order to be awarded a degree in the program.
- b. Specific plans for allowing currently enrolled students to complete the existing degree program.
- c. Specific plans, if necessary, for providing alternative course offerings or transitional course offerings for currently enrolled students.
- d. Specific plans, if necessary, for allowing currently enrolled students to transfer to closely substitutable programs.

#### IX. Costs

Detail all pertinent dollar costs associated with deactivation, reactivation, and termination as related to curriculum, faculty, staff, equipment, research, and facilities.

#### X. Savings

Detail all pertinent dollar savings associated with deactivation, reactivation, and termination as related to curriculum, faculty, staff, equipment, research, and facilities.

#### XI. Curriculum Coordination

Before proposals are sent forward for approval, they should be reviewed by all departments and program units that may be affected by the proposal because of similar courses or course content, because of shared student clientele, or because the program of study, including course prerequisites, requirements, or electives carries scheduling or faculty and other resource implications.. Providing supporting letters or signed forms from potentially affected departments will facilitate the review.

#### XII. Resource Coordination

Proposals should assess needs pertaining to computer and library resources. In addressing the impact of those needs, the Director of Computing & Telecommunications Services and the University Librarian should be consulted, respectively. The results of this review should be included in the program proposal.

An original and nineteen copies of the proposal, Course Inventory and Course Modification Requests, and supporting letters or forms from potentially affected departments or program units should be submitted through the dean's office of the department's college or school to the Undergraduate Curriculum and Academic Policy Committee. At the same time, the dean's office should provide copies to all other deans of colleges and schools to be made available for additional review by curriculum committees, departments, and faculty and to the Office of the Provost, and other university offices as deemed necessary by the Office of the Provost and the Council of Deans.

A flowchart of the curriculum and academic policy review process for program deactivation, reactivation, and termination is contained in the following (requires Adobe Acrobat Reader):

## **Flowchart for Review and Approval Process**

Approved:

Undergraduate Curriculum and Academic Policy Committee, February 8, 2005  
Faculty Senate, April 4, 2005

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