

Subject: Policy Revision Recommendation: 4275
From: Tammy Kahrig (Vice Provost of Undergraduate Curriculum & Instruction, Assessment & Institutional Accreditation)
Barry Milligan (Vice Provost for Academic Affairs and Dean of the Graduate School)
Date: 1/28/22

The tracked changes below attempt to clarify Policy 4275, incorporating otherwise missing information specific to graduate programs, and more accurately reflecting accreditation requirements and internal approval processes, which are now in Curriculog rather than the previous “home-grown” workflow system. The changes tracked below reflect previous changes from August 2021 as well as more recent changes from January 2022. The January revisions reflect recent clarifications and changes from the Higher Learning Commission.

Deactivation, Reactivation, and Termination of Programs

Policy Number

4275

Date Created/Revised

02/01/2016

Executive Responsibility

Provost
Faculty Senate

Functional Responsibility

Registrar

4275.1 Policy

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 for undergraduate programs, or five academic years from the time of deactivation for graduate programs, per accreditation requirements. After ~~the~~ maximum number of 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, which may be completed only when no students are active in the program. After termination, reinstatement of the program would require approval as a new program.

Commented [DRL1]: GAPC added this phrase to clarify the reason for the 5 and 7 year deactivation terms.

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Program deactivation may be driven by, among other things, a temporary shortage of qualified faculty, equipment, or facilities, a restructuring of the program, ~~accreditation concerns, or~~ licensure issues. A planned or unplanned change in such conditions could prompt a reactivation of the program.

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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.

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~~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.~~

Commented [DRL2]: Barry Milligan's comments from April 2022 on revising this last paragraph:

"Note that any user can *initiate* a Curriculog request, and there is no way to limit such initiations. The important point here is who must *approve* such requests before they may move forward, and this language assures that such requests may not move forward unless the department-level curriculum committee approves."

Program deactivations, reactivations, and terminations are initiated by means of a request form in the curriculum management system. These requests are approved by the program or department curriculum committee, the college or school curriculum committee, the college dean's office, Dean of Graduate Programs and Honors Studies (for graduate programs), the Faculty Senate Undergraduate or Graduate Curriculum Committee, and the Provost's Office. Program deactivations and terminations are reported, to the Board of Trustees, the Higher Learning Commission (HLC), and the Ohio Department of Higher Education (ODHE).

"The Provost has approval, not just consultation, per other relevant policy (e.g. 4201, 4202) and guidelines of ODHE and HLC."