

Process to put an Academic Program on Hiatus

Academic programs include degree major programs, concentrations, minors and certificates.

1. Discuss the hiatus proposal with faculty, deans, etc.
2. Fill out the hiatus proposal form below.
3. Submit program hiatus in CourseLeaf and an approval chain is followed...either A or B:

| A. Program Faculty Submission in CourseLeaf |
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| Dept Chair Approval |
| College Curriculum Committee (CAPC) Approval |
| College Dean Approval |
| FYI to CAPB members |
| CAPB Chair Approval |
| Faculty Senate Approval (by April 15 th) |
| Provost Approval (by April 28 th) |
| Registrar processing (starts by May 1 st) * |

| B. Administrative Submission by Initiator other than department faculty |
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| FYI to dept chair |
| FYI to CAPC |
| College Dean Approval |
| FYI to CAPB members |
| CAPB Chair Approval |
| Faculty Senate Approval (by April 15 th) |
| Provost Approval (by April 28 th) |
| Registrar processing (starts by May 1 st) * |

*Must be completed to Registrar by **May 1st** to be implemented for following academic year's catalog.

4. Program continues to teach out or make arrangements for students already admitted/declared in the program
5. Program information is removed from:
 - a. Catalog for next year by Registrar's Office
 - b. University applications by Admissions Office
 - c. From Admissions Recruiters list
6. Department website updated to, at a minimum, indicate no new applications are being accepted. Removal from website when appropriate.
7. After a period of three years the program is either reactivated or discontinued.

Notes:

Students on prior catalogs may attempt changing their major to the program in first years while on hiatus. Program needs to have an advising plan to address this.

Program Hiatus Proposal Form

To facilitate communication and discussions among faculty, departments and administration about a program hiatus and to avoid any surprises or conflicts as a program action progresses along the approved governance channel, please fill out this form. Submit to the Provost's Office and attach to the CourseLeaf proposal.

The form will present this basic information. Attachments may be included if needed.

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| 1. Title of program for hiatus | |
| 2. Proposed effective date (catalog year) | |
| 3. Initiator of hiatus (name and title) | |
| 4. Summarize the process that led to this decision: <ul style="list-style-type: none">• Include discussion with program faculty and programs or colleges affected by this decision (also Extended Studies if applicable)• Reference most recent Program Review. | |
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| <p>5. Justification – describe the rationale for hiatus <i>(e.g. Lack of interest in program by outside stakeholders, Lack of student interest/enrollment, Data related to job market, Budget concerns)</i></p> |
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| <p>6. Curriculum plan for offerings and linked academic programs</p> <ul style="list-style-type: none">• Plan for course removal and teach out of existing students for hiatus• Effects of program hiatus on enrollment in other existing academic program curricula (e.g. effect on service courses, prerequisites, general education, etc.) |
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| <p>7. Resource changes (budget, etc. no longer needed – savings over the next five years) <i>(e.g. Faculty (full time and/or adjunct), graduate assistants, labs/materials, facilities, library resources, accreditation costs, other)</i></p> |
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