

Approved by the Faculty Senate, May 15, 2014.

**FS 13/14-117/CPC/EX Modification in and Deletion of Existing Programs,
Amendment Of ([FSM00010.htm](#))**

The Faculty Senate recommends that the Modification in and Deletion of Existing Programs Policy be amended to include a change to the title of the policy and a process for suspending a program.

Modification In, Suspension Of, or Deletion Of Existing Programs

A. General Policies

1. Additions of minors, concentrations, options, specializations, or emphases, subsumed under existing degree programs and certificate programs, when largely composed of existing course offerings, will be treated for review purposes as modifications in existing programs. *
2. Changes in programs normally are initiated at the Department level.
3. Modifications, suspensions, or deletions in programs follow the established university approval process, which includes faculty review at the department and College levels, Academic Senate review as well as administrative review and approval.
4. The programmatic and resource review responsibilities of departments and Colleges in regard to their program modifications, suspensions, or deletions are essentially the same as those associated with course proposals.
5. Resources to support program changes normally come from the College/Department requesting the change. Each request for a change in program should be accompanied by a statement from the Dean indicating that the College will accommodate changes in the program within its existing resource allocations or a statement indicating that additional resources will be needed. The latter statement should include a description of the level and nature of additional funding the College will seek for the program changes

Sections B – H remain unchanged; New Sections I and J

I. Suspension of Existing Programs

1. The suspension of an existing program is normally initiated at the Department level. In this circumstance, faculty will recommend to the President suspension of existing programs only after appropriate action is taken by the Faculty Senate and its duly constituted committees charged with reviewing and evaluating programs. Such action includes, but is not limited to, consultation with faculty of the academic unit offering the program, with appropriate administrators, and with others directly involved in the offering of the program. If the University decides to suspend a program, reasonable provisions will be made to ensure enrolled students the opportunity to complete the program. Suspension of degree programs, majors, minors, options, concentrations, and special emphasis do not require the Chancellor's consent; however, the Office of the Chancellor must be informed in writing about the action taken by the university (AAP-91-14).

2. Programs can be suspended for a maximum three years. Departments can reactivate programs at any time during the initial three-year period (see procedures below). If a program is not reactivated, then Academic Affairs will inform the department that the maximum suspension period is approaching during the final semester of the three-year program suspension. At this point departments can choose to request in writing to Academic Affairs an extension of the program suspension for a maximum of two additional years, reactivate the program (see procedures below), or discontinue the program (see procedures below). At the end of the extension period, Academic Affairs will inform the department that their choice is either to reactivate (see procedures below) or discontinue the program (see procedures in policy). In extraordinary cases where accreditation is required, departments may seek an extension beyond the maximum suspension period by requesting in writing to Academic Affairs an additional extension.

J. Procedures for Suspension and Reactivation of Existing Programs

1. Procedures for Suspension

Requests for suspension of existing programs are to follow the format below:

- a) Complete Form B.
- b) Provide reasons for the Program Suspension.
- c) Indicate any programmatic or fiscal impact suspension of the program will have on other academic units' programs.
- d) Describe the consultation that has occurred with affected units.
- e) Explain provisions to ensure currently enrolled students have a reasonable opportunity to complete the program.
- f) Indicate what resources will be freed up or shifted to other programs as the result of the program suspension.

2. Procedures for Reactivation

A suspended program can be reactivated through a formal written request to the Curriculum Subcommittee and Academic Affairs through the typical college academic curriculum approval process following the format outlined in number 1 above with appropriate word changes.

Carried.