

Policy Title: Closure of Academic Programs

Policy Number: 0-01-0214

Applies to: All academic units

1.0 POLICY STATEMENT

The policy establishes the criteria under which an academic program will be deemed closed. An academic program will be declared officially closed by the University Registrar based upon the below criteria. Academic programs that have been closed are to be removed from school materials and are recorded to indicate a closed status in the University student record keeping system.

To be considered a closed academic program, both the following criteria must be met:

1. No students have been enrolled in the academic program for the preceding three consecutive academic years (regardless of whether the academic program administrators limited the student enrollment or whether students self-selected not to enroll)
2. No new students have been officially admitted to start the academic program in the current academic year

If the criteria listed above does not apply, an academic program may be discontinued only by following the procedural safeguards set forth in 01-15-001, Program Reduction, Elimination and Reorganization of Academic Programs, or as set forth in 0-04-0613, Suspension of Academic Programs and Courses.

Once an academic program is closed, it cannot be reactivated without following the normal procedures for establishing a new academic program (see *Category I* proposal under 0-02-0613, Proposing Curriculum Changes). A closed academic program may not admit new students.

2.0 DEFINITIONS

2.1 Academic Program is defined as a unique course of study that culminates in the awarding of a specific degree (or certificate) in combination with a specific major. An academic program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

3.0 RESPONSIBILITIES

The Registrar is responsible for tracking academic program activity and will close academic programs according to the criteria established in this policy.

Notification of the Oregon University System and Northwest Commission on Colleges and Universities of changes in program status are the responsibility of the Provost's Office.

Each school will take the appropriate steps to ensure that closed programs are removed from all communications materials associated with the school or college.

4.0 PROCEDURES

- The Registrar identifies academic programs that have not had student enrollment in the preceding two consecutive academic years and notifies the school and the academic department that the program will be closed at the end of the current academic year, should the program meet the criteria established in this policy.
- The Registrar identifies academic programs that have not had student enrollment in the preceding three consecutive academic years and that do not have newly admitted students for the current academic year, informs the applicable school and academic department as well as the Provost's Office, and then closes the academic program.
- If the academic department determines that any expendable or endowment funds are designated to support the program, the school is responsible for working with appropriate individuals to address any issues that may arise in connection with future use of those funds upon declaring the program closed.
- The Provost's Office notifies the Provosts' Council of the Oregon University System and Northwest Commission on Colleges and Universities of the change in status of the program (if applicable) in accordance with notification guidelines.
- The school removes the academic program from its website, catalogs, bulletins, and other marketing materials describing current offerings.

5.0 RELATED POLICIES

[01-15-001](#), Program Reduction, Elimination and Reorganization of Academic Programs
[0-02-0613](#), Proposing Curriculum Changes (Category I)
[0-04-0613](#), Suspension of Academic Programs
Notice of Intent to Plan (NOPI)

6.0 KEY SEARCH WORDS

Academic programs, program suspension, closed academic programs

7.0 REVISION HISTORY

11/13/2013	1.0	New Policy Statement
2/19/2014	2.0	Policy Implemented

Responsible Officer: *University Registrar*

Policy Contact: *Office of Academic Programs, Policy and Accreditation, 503-494-1445*

Supersedes: *N/A*