

Policy Title: Suspension of Academic Programs and Courses

Policy Number: 0-04-0613

Applies to: All academic units

1.0 POLICY STATEMENT

This policy allows schools to propose program suspension with the approval from the provost. This policy also allows the provost to initiate a program suspension, absent a proposal request from an individual school. The rationale for program suspension could be, but is not limited to any of the following: a declaration of financial exigency (defined in 2.2 below), budget shortfalls, reallocation of institutional resources, changes in demands for programs, realignment of institutional goals as determined by the Vice President, Dean or Director, lack of student demand and/or resources including faculty and staff capacity.

A suspended program may not admit new students. However, the program must continue offering courses until all students already admitted into the program complete their course of study within the maximum time allotted for degree completion.

Within five years, the original program may be reinstated, with provost approval, when demand and resources allow. If the curricular content in the original program will change, a reinstatement of the program may need to go through the full (*Category I*) authorization process. Programs suspended for a period of six years or more will be permanently closed and will need to go through the full authorization process as would any other new academic program.

2.0 DEFINITIONS

2.1 *Program Suspension* is the temporary removal of an academic program from the OHSU Inventory of Active Academic Programs and List of Degrees and Majors maintained by the Office of the Registrar.

2.2 *Financial Exigency* is an imminent financial crisis threatening the survival of the institution as a whole or one or more of its programs that cannot be alleviated by less drastic means other than program reduction, suspension, elimination or reorganization.

2.3 *Academic Unit* is an entity whose curriculum committee approves a course.

3.0 RESPONSIBILITIES

The appropriate school dean should submit a written request for approval of Program Suspension to the provost.

The provost will notify the dean and program director if the suspension is approved. The provost will also notify the dean and program director if a program is being suspended, absent a proposal request.

The appropriate school dean should submit a written request for the reinstatement or closure of a suspended program.

4.0 PROCEDURES

The written request in a memorandum must be made well in advance of the intended date of suspending admission and should address the following factors:

- The rationale for the program suspension.
- The potential impact of suspension on students (e.g. Where will interested students be redirected? What is the allotted time for “teaching out” those finishing the program?)
- The potential impact on faculty and other academic staff.
- Consultation with faculty governance, as appropriately determined by OHSU Policies and school by laws.

To remove a program from suspended status within the five year period, a *Category I* proposal will be required and should include evidence that:

- The conditions under which the program suspension was requested no longer apply.
- The market demand for the program is gauged on a needs assessment or market analysis (e.g., targeted students, workforce needs).
- The resources from faculty and staff needed to reinstate the program are available; potential overlaps with other programs that could impact student demand or faculty workload; list faculty and potential involvement.
- Explain the specific plan of sustainability for the program: if this is a grant funded program, what will be the impact of continuing this program once it ends? Why is this reasonable commitment to be making given budget cuts and diminishing grant funds?

5.0 RELATED POLICIES

01-15-001, Program Reduction, Elimination and Reorganization of Academic Programs
Notice of Intent to Plan (NOPI)
0-02-0613, Proposing Curriculum Changes (Category I)
XX-XX-XXX, Time-to-Degree Completion

6.0 KEY SEARCH WORDS

Academic programs, program suspension, inactivation,

7.0 REVISION HISTORY

06/13/2013	1.0	New Policy Statement approved
06/13/2013	1.1	Policy Implemented

Responsible Officer: *Provost, Office of the Provost*

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

Supersedes: *N/A*