



OHSU POLICY MANUAL

Policy Number: 02-50-040

Policy Title: SUSPENSION OF ADMISSIONS INTO, OR CLOSURE OF, ACADEMIC PROGRAMS

Effective Date: January 2, 2020

Page 1 of 3

1. Policy Statement

The purpose of this policy is to establish institutional approval practices for the Suspension of Admission into Academic Programs, and the criteria for Academic Program Closure when no reduction of faculty is proposed. If there is a possible reduction in program faculty, an academic program may only be closed by following the procedural safeguards set forth in [Policy 01-15-001, Program Reduction, Elimination and Reorganization of Academic Programs](#).

2. Definitions

- A. **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.
- B. **Suspension of Admission** is the temporary or permanent ceasing of admission of new students into an Academic Program.
- C. **Academic Program Closure** is the permanent removal of an academic program from the OHSU inventory of active academic programs maintained by the Office of the Registrar. No students are allowed to enroll in a closed program.

3. Suspension of Admissions into Academic Programs

Each school or college may request to voluntarily Suspend Admissions. All requests to Suspend Admissions must be approved by the Office of the Provost. Absent a school or college request, the Office of the Provost may initiate a temporary or permanent Suspension of Admission into an Academic Program.

4. **Academic Program Closure**

- A. With the approval of the Office of the Provost an Academic Program will be closed by the Office of the Registrar if no students have been enrolled in or attended the Academic Program for the preceding three consecutive academic years (regardless of whether enrollment is administratively limited or whether students self-selected not to enroll); and
- B. If there are no remaining enrolled students, a school or college may request to close an Academic Program with the approval of the Office of the Provost without waiting for consecutive years to elapse as required under Section 4.A.I of this policy.

5. **Responsibilities**

- A. Each school or college seeking to voluntarily Suspend Admissions and/or close an Academic Program is responsible for completing the appropriate curriculum modifications form consistent with the scope of the request and requirements of Policy 02-50-010, Proposing Curriculum Modifications. The Office of the Provost is responsible for notifying the school or college of the decision to approve or deny the request to Suspend Admissions and/or Academic Program Closure.
- B. The Office of the Registrar is responsible for tracking Academic Program activity and will close Academic Programs according to the criteria established in this policy. Notification to the Statewide Provost's Council and Northwest Commission on Colleges and Universities (NWCCU) of changes in Academic Program status are the responsibility of the Office of the Provost.
- C. In the event the Office of the Provost initiates a temporary or permanent Suspension of Admissions and/or Academic Program Closure, the dean and Faculty Senate shall be notified in writing and provided a rationale for the decision.
- D. Each school or college is responsible for notifying their specialized accreditation body of the Academic Program Closure, as appropriate. In addition, each school or college will take the appropriate steps to ensure that closed Academic Programs are removed from websites, catalogs, student handbooks and all communications materials associated with the school or college.

6. **Procedures**

The Office of the Provost and Office of the Registrar will establish procedures pursuant to this policy.

Implementation Date: February 19, 2014

Revision History: January 6, 2017; January 2, 2020

Related Policies and Procedures: [Policy 01-15-001, Program Reduction, Elimination and Reorganization of Academic Programs](#); [Policy 02-50-010, Proposing Curricular Changes](#)

Responsible Office: Office of the Registrar, academicpolicy@ohsu.edu

Supersedes: CAP Policy 0-01-0214; Policy 02-50-025, Suspension of Academic Programs.

Key Words: Academic programs, program suspension, closed academic programs