Category: Academic Affairs Responsible Office: Academic Affairs	**Policy Title:** Program Deactivation and Discontinuance Document Number: 1701 Effective Date: August 26, 1983 This policy item applies to: Community Colleges State-Operated Campuses

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Summary

When a State University of New York (University) campus makes a decision not to admit any more students to a program but to maintain the program registration, this action is referred to as deactivation. The deactivation date is the first regular admission date as of which new students will no longer be permitted to enroll in the program. A program is often deactivated to allow time for a campus to determine whether to continue the program offering or to reorganize the program structure and/or resources.

When a campus decides to remove a program from its complement of registered programs so that credentials will no longer be awarded for its completion, this action is known as discontinuance. The discontinuance date is the last graduation date for which credentials will be awarded for program completion.

There are several situations in which a campus determines that the deactivation or discontinuance of an academic program might be appropriate. The program may no longer be considered a viable offering. Campuses deactivate or discontinue programs in response to budgetary stringencies or internal resource reallocations on the campus. Perhaps a campus has determined to treat the program as an option or as an integrated part of another major or interdisciplinary program.

The policy outlined below is not meant to limit the authority of the campus president or of other campus constituencies. Rather, it is intended to ensure the quality and diversity of curricular offerings within the State University of New York.

The procedure for the deactivation or discontinuance of academic programs applies to all University campuses and to all academic programs which cannot be initiated without authorization external to the individual campus. These programs are listed in the State University of New York Academic Program Information System (APIS) maintained by system administration's office of academic affairs.

Policy

A request for deactivation or discontinuance of a registered academic program is submitted in the form of a letter from the campus president to the provost and vice chancellor for academic affairs containing the following

information:

1. the program name and degree, certificate, or diploma designation;

2. a brief description or explanation of the reason for requesting the deactivation or discontinuance of the program;

3. when appropriate, a statement of how enrollment of incumbent students and the credentials granted to them in the future will be accommodated and reported;

4. the proposed effective deactivation or discontinuance date—the date for deactivation of a program should be coordinated with the campus admissions process so that admission to the program will be closed in sufficient time. In setting a discontinuance date, the campus should be sensitive to the interests of students already enrolled in the program and honor the University's intention to give enrolled students the opportunity to complete their programs unless unusual circumstances make it impossible or inappropriate to do so;

5. the information requested will enable the office of the provost and vice chancellor for academic affairs to coordinate with other offices of system administration. Appropriate offices in system administration will then review the impact of the proposal on (1) University-wide offerings, (2) campus mission, (3) campus budget, (4) campus staff and students, and (5) desirable state and public services. Special attention will be given to the proposed discontinuance of a program unique within the University. The office of the provost and vice chancellor for academic affairs will provide a reaction to the campus president as soon as possible after a request has been reviewed. A minimum of 60 days lead time is required for system administration review of the proposal. In the event of a fiscal emergency, a shorter time frame may be accommodated;

6. in the case of program discontinuances, the campus recommendation, when reviewed by system administration staff and approved by the chancellor, will be presented to the University Board of Trustees for formal action. No programs may be discontinued without formal approval by the University Board of Trustees. Campus presidents will be notified promptly of the board's action; and

7. in cases where a campus wishes to reactivate a program which has been deactivated, the proposal to do so should be sent by the campus president to the provost and vice chancellor for academic affairs and will be reviewed by appropriate system administration offices. Reactivation of a doctoral program that was deactivated by the University does not require master plan amendment approval.

Definitions

There are no definitions relevant to this policy.

Other Related Information

There is no related information relevant to this policy.

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

Memorandum to Presidents from the office of the vice chancellor for academic programs, policy and planning, 83-11, dated August 26, 1983.

History

There is no history relevant to this policy.

Appendices

There are no appendices relevant to this policy.