

Academic Program Change

Program Discontinuation, Suspension, Review and Reinvestment Guidelines

Rationale

- Resources should be directed to programs that have sufficient students to justify offering of courses and are relevant to current market
- Low enrolled programs/courses adversely affect timely graduation and student satisfaction
- Credibility of University called into question when programs listed in the catalog are no longer offered or have little to no students

Process

- Process is initiated after annual dashboard program review is concluded
- Deans meet with department chairs to discuss status of each program on list
- Provost meets with the deans to deliberate about which programs should be removed from the list, which should be discontinued/suspended and which should be placed on a “review” list
- All programs placed on review are required to have a plan to increase enrollment or enhance the value of the program for the following year
- Any program discontinuation or suspension affecting faculty will be in compliance with university policies. The University shall make every effort to relocate full-time faculty members to vacant positions within the University which they are qualified.
- Students currently enrolled in the program must be provided a way to complete the program in a reasonable period of time compatible with HLC and other accreditation standards. This may require:
 - Enrollment of students at other institutions of higher education, or
 - Courses to be taught for a maximum of two years after discontinuation of the program or until there are no other admitted students who are entitled to complete the program, whichever comes first.

Criteria

The programs placed on review or discontinued/suspended are evaluated by deans, chairs, and provost based on the following criteria:

- Data considered:
 - Number of inquiries
 - Number of students in program
 - SCH production of program
 - Trend or pattern over last 5 years
 - Number of students in courses offered in program
- Does the program overlap with another program (e.g. a minor with same offerings as the major)?
- Does the program have stand-alone courses requiring teaching resources?
- Is the program high or low cost in terms of resources with regard to equipment, labs, facilities, etc.?
- Is there a “value-added” element to the program wherein its value is beyond only numbers of students enrolled?
- Has the program been largely defunct for a number of years?
- Competition
- Success at other institutions

Definition

- **SUSPENSION** – Suspension of a program is a temporary prohibition of new enrollments to the program. The program will remain on the IBHE’s list of approved programs and may, according to the institution’s discretion, remain in the online and/or printed catalog until fully discontinued.
- **DISCONTINUATION** - Discontinuation of a program consists of entirely removing the program from the institution and the IBHE’s list of approved programs, after current students have an opportunity to complete.