

DISCONTINUATION OF A PROGRAM

When merging, abolishing, or suspending a program, ALL DOCUMENTATION from the previous phase(s) must be sent to the next phase.

Phase 1 of 4

1. Written initiation by appropriate level administration or faculty. Must be sent to all of the following:
2. Affected unit(s) or program
3. College Curriculum Committee
4. Dean's Office
5. University Curriculum Committee
6. Graduate Council
7. Other relevant committees.

Must include rationale for proposed action.

Phase 2 of 4

Next Steps:

1. Response from department(s) or unit(s) affected, if action is initiated by administration
2. Recommendation from department(s), in case action initiated by faculty

Types of Curricular change and Notes: Responses should be forwarded to those who initiated the action.

Phase 3 of 4

1. College Curriculum Committee (CCC) discusses proposed action with department(s) or unit(s) involved including Graduate Council
 2. CCC holds open meetings for all concerned faculty to voice opinions
 3. CCC brings recommendations to college faculty
 4. College faculty makes recommendation to College Dean(s)
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Phase 4 of 4

Final Steps:

1. Recommendation/action by college deans to University Curriculum Committee
2. Recommendation by Graduate Council
3. Recommendation by Graduate Dean
4. University Curriculum Committee sends recommendation to Faculty Steering
5. Faculty Steering sends recommendation to Faculty Senate.
6. Faculty Senate sends recommendation to Provost
7. Provost makes recommendation for action

Following total University process, the Chancellor's Council on Graduate Study (CCGS) must be notified in Columbus. The College of Graduate Studies will contact CCGS. Their procedures are:

I. SUSPENSION OF ADMISSIONS INTO A GRADUATE DEGREE PROGRAM

A university may suspend admissions into a graduate degree program if the institution plans to reactivate admissions into the program at some future date. When a

university has decided to suspend admissions into a graduate degree program, the university will inform the Chancellor's staff and members of CCGS. A "Suspension of Admissions into Graduate Program Form" must be completed and sent to the Chancellor's staff at: generic_e-mail@odhe.state.oh.us

At any time within five years of the initial suspension, the university may request to reactivate admissions by submitting a "Reactivation of Admissions into Graduate Program Form" to generic_e-mail@odhe.state.oh.us for CCGS' review and approval.

Admission suspension and reactivation forms can be accessed at <https://www.ohiohighered.org/ccgs>

It is the responsibility of the university's Graduate Dean to determine whether or not changes in the specific field of study, since the admissions were suspended, warrant the submission of a full planning proposal to the Ohio Department of Higher Education and CCGS.

The list of graduate programs for which admissions have been suspended during the past year should also be included in the university's annual report to CCGS.

II. DISCONTINUATION OF A GRADUATE DEGREE PROGRAM

A. If admission into a graduate degree program is not reactivated within the specified five-year period, the program will be declared as discontinued. If at a subsequent date after the five-year period the university plans to reactivate a discontinued graduate degree program, the university must seek formal approval from the Chancellor of the Ohio Department of Higher Education through CCGS in the same manner as required for approval of a new graduate degree program. In the view of CCGS, disciplinary changes in a specific area of study during a five-year period may be significant enough that a new or substantially revised program may need to be developed.

B. When a university has decided to suspend admissions into a graduate degree program with no plans to reactivate the suspended admissions at a future date, the Graduate Dean should inform the Ohio Department of Higher Education and CCGS that the degree program has been discontinued. It is understood that if the university ever plans to reactivate the discontinued graduate degree program, it will be necessary to seek the approval of the Chancellor of the Ohio Department of Higher Education and CCGS through the established procedures for development of a new graduate degree program.