

# Academic Affairs Policy Statement No. 4

## Deactivation, Reactivation, or Termination of Academic Programs

### 1. References

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, 1987.
- b. Bylaws of the University Council of the University of Georgia, 1988.
- c. This policy statement was approved by the University Council on October 11, 1990.

### 2. Policy

- a. This policy statement is applicable to all academic degree programs (to include interdisciplinary programs).
- b. Deactivation or Reactivation  
Effective this date and until rescinded, deactivation (temporary suspension) of an educational program, degree, or major may be approved by the President of the University of Georgia without obtaining Board of Regents' approval. Deactivation is for a period not to exceed two academic years to allow for program review, to consider enrollment problems, to deal with faculty shortages, or for other similar reasons. The President may subsequently reactivate the program within that two-year period without obtaining Board of Regents' approval. However, the deactivation or reactivation will be reported to the Chancellor by the President. If the program has not been reactivated by the end of the second academic year, the President should take action to terminate the program. A deactivated program remains an authorized program at the institution, but new students are no longer permitted to enroll. The deactivated program will not be listed in the *Bulletin*.
- c. Termination  
A proposal for termination (discontinuation) of an educational program, degree, or major will be submitted to the Chancellor for review and recommendation for action by the Board of Regents. Termination means that the institution is no longer authorized to offer the program. Subsequent offering of the program must be initiated by a proposal for a new program.
- d. Guidelines  
Implementing guidelines for deactivation/reactivation and termination of academic programs appear as attachments to this policy statement. The policy statement and implementing guidelines for reinstatement are the same as those for new degree programs.  
  
Proposals to deactivate or terminate an academic program should include:
  - i. A program abstract
  - ii. The reasons or rationale for deactivation/termination

## PROPOSED

- iii. How faculty and staff will be impacted by the deactivation/termination
- iv. Plans to allow currently enrolled students to complete a deactivated program
- v. Plans for reactivation of the program

Proposals to reactivate a previously deactivated program should include:

- i. A program abstract
  - ii. The reasons or rationale for reactivating the program
  - iii. Departmental commitments to the reactivated program, including fiscal and physical resources
  - iv. A program of study and list of requirements for the program
  - v. Documentation of student demand and the need for the program
- e. No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.

### 3. Responsibility

Proposals for deactivation, reactivation, or termination of a program may be initiated by the faculty, a dean, or the Senior Vice President for Academic Affairs and Provost. It is the responsibility of the Senior Vice President for Academic Affairs and Provost to obtain input from the faculty in the impacted unit and include the recorded vote in the proposal. These actions should be prompted by recommendations from properly authorized program reviews or from other studies. Program reviews are authorized by the Senior Vice President for Academic Affairs and Provost. Academic Affairs Policy Statement No. 1, New Degree or Major Programs, should be consulted for guidelines for program reinstatement, which requires submission of a proposal for a new program.

### 4. Procedure

Proposals may be initiated by faculty, department head/director, dean, Vice President, or Senior Vice President for Academic Affairs and Provost.

Proposals for program deactivation/reactivation should be routed through the following approval sequence:

- a. Faculty of the academic unit proposing deactivation
- b. Department Head or Director of academic unit proposing deactivation
- c. Dean or Vice President of academic unit proposing deactivation
- d. Graduate School Program Committee, if the program contains graduate courses
- e. Graduate Council, if the program contains graduate courses
- f. Dean of the Graduate School, if the program contains graduate courses
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council

## PROPOSED

### 1. President

Proposals for program terminations should be routed through the following approval sequence:

- a. Faculty of the academic unit proposing termination
- b. Department Head or Director of academic unit proposing termination
- c. Dean or Vice President of academic unit proposing termination
- d. Graduate School Program Committee, if the program contains graduate courses
- e. Graduate Council, if the program contains graduate courses
- f. Dean of the Graduate School, if the program contains graduate courses
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President
- m. Board of Regents

Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the program termination for substantive change as it moves through the approval sequence. If it is determined that the terminated major is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.

**PROPOSED**

**PROPOSAL FOR REACTIVATION OF AN ACADEMIC PROGRAM**

**Date:** \_\_\_\_\_

**School/College:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Program (Major and Degree):** \_\_\_\_\_

**Which campus(es) will offer this program?** \_\_\_\_\_

**Proposed reactivation date:** \_\_\_\_\_

**Program Abstract:**

*Provide a brief summary of the program being proposed for reactivation.*

1. State the reasons for the deactivation of the program, and provide copies of any relevant documents.
2. By a comparison of previous and current conditions, identify the changes in the reasons for the deactivation of the program that now warrant its reactivation.
3. Describe the departmental commitment to the reactivation of the program.
4. Provide a list of courses and all other degree requirements for the reactivated program.
5. Document the need and the student demand for the reactivated program.
6. Identify the financial and physical resources needed for the reactivated program and verify that they will be adequate.

**Approvals:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean of School/College

\_\_\_\_\_  
Dean of Graduate School

**PROPOSED**

**PROPOSAL FOR DEACTIVATION OR TERMINATION OF AN ACADEMIC PROGRAM**

**Date:** \_\_\_\_\_

**School/College:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Program (Major and Degree):** \_\_\_\_\_

**Which campus(es) offer this program?** \_\_\_\_\_

**Deactivation or Termination?** \_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

**Last date students will be admitted to this program:** \_\_\_\_\_

**Last date students will graduate from this program:** \_\_\_\_\_

*Note: There may be no enrollment in the program as of the termination effective date.*

**Program Abstract:**

*Provide a brief summary of the program being proposed for deactivation or termination.*

**For Deactivated or Terminated Programs:**

1. State the reasons for deactivating or terminating the program, and provide copies of any relevant documents.
2. What will be done to minimize the impact of the deactivation or termination of the program upon the personal and professional lives of the faculty and staff involved? Include specific information on: a) how faculty and staff will be notified of the deactivation or termination, and b) how faculty and staff will be reallocated.
3. What will be done to insure that deactivation or termination of the program does not weaken other programs (graduate, undergraduate, or professional) for which the department may be responsible?

**For Deactivated Programs:**

4. State the plans for allowing students currently enrolled in the program to complete degree requirements, including specific information on: a) how students will be notified of the program deactivation, and b) how students will be advised on completing the program.
5. What plans, if any, are there for subsequent reactivation of the deactivated program?

**Approvals:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean of School/College

\_\_\_\_\_  
Dean of Graduate School

# Academic Affairs Policy Statement No. 4

## ~~Academic Programs--Deactivation, or Reactivation,~~ ~~and/or Termination or Reinstatement of Academic~~ Programs

### 1. References

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, 1987.
- b. Bylaws of the University Council of the University of Georgia, 1988.
- b-c. This policy statement was approved by the University Council on October 11, 1990.

### ~~2. Applicability~~

~~This policy statement is applicable to all academic degree programs (to include interdisciplinary programs).~~

### ~~3.2. Policy~~

~~a. This policy statement is applicable to all academic degree programs (to include interdisciplinary programs).~~

#### ~~a.b. Deactivation or reactivation~~Reactivation

Effective this date and until rescinded, deactivation (temporary suspension) of an educational program, degree, or major may be approved by the President of the University of Georgia without obtaining Board of Regents' approval. Deactivation is for a period not to exceed two academic years to allow for program review, to consider enrollment problems, to deal with faculty shortages, or for other similar reasons. The President may subsequently reactivate the program within that two-year period without obtaining Board of Regents' approval. However, the deactivation or reactivation will be reported to the Chancellor by the President. If the program has not been reactivated by the end of the second academic year, the President should take action to terminate the program. A deactivated program remains an authorized program at the institution, but new students are no longer permitted to enroll. The deactivated program will not be listed in the *Bulletin*.

#### ~~b-c. Termination or reinstatement~~

A proposal for termination (discontinuation) of an educational program, degree, or major will be submitted to the Chancellor for review and recommendation for action by the Board of Regents. Termination means that the institution is no longer authorized to offer the program. Subsequent ~~reinstatement~~offering of the program must be initiated by a proposal for a new program.

#### ~~e-d. Guidelines~~

Implementing guidelines for deactivation/reactivation and termination of academic programs appear as attachments to this policy statement. The policy statement and implementing guidelines for reinstatement are the same as those for new degree programs.

Proposals to deactivate or terminate an academic program should include:

- i. A program abstract
- ii. The reasons or rationale for deactivation/termination
- iii. How faculty and staff will be impacted by the deactivation/termination
- iv. Plans to allow currently enrolled students to complete a deactivated program
- v. Plans for reactivation of the program

Proposals to reactivate a previously deactivated program should include:

- i. A program abstract
- ii. The reasons or rationale for reactivating the program
- iii. Departmental commitments to the reactivated program, including fiscal and physical resources
- iv. A program of study and list of requirements for the program
- v. Documentation of student demand and the need for the program

~~d.e.~~ No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.

### **4.3. Responsibility**

Proposals for deactivation/~~reactivation, and/~~or termination/~~reinstatement~~ of a program may be initiated by the faculty, a dean, or the Senior Vice President for Academic Affairs and Provost. It is the responsibility of the Senior Vice President for Academic Affairs and Provost to obtain input from the faculty in the impacted unit and include the recorded vote in the proposal. These actions should be prompted by recommendations from properly authorized program reviews or from other studies. Program reviews are authorized by the Senior Vice President for Academic Affairs and Provost. Academic Affairs Policy Statement No. 1, "New Degree or Major Programs," should be consulted for guidelines for program reinstatement, which requires submission of a proposal for a new program.

### **5.4. Routing of Proposals Procedure**

~~a.—Proposals concerning graduate programs shall be submitted to the Dean of the Graduate School for consideration by the Program Committee, which shall make a recommendation to the Graduate Council. The recommendation approved by the Graduate Council shall be sent to the Senior Vice President for Academic Affairs and Provost. Proposals concerning undergraduate programs shall be submitted by the dean of the respective school or college to the SVPAAP.~~

~~b.—The University Council Bylaws require that formal proposals for all new academic programs, or changes in existing programs, be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration.~~

Proposals may be initiated by faculty, department head/director, dean, Vice President, or Senior Vice President for Academic Affairs and Provost.

Proposals for program deactivation/reactivation should be routed through the following approval sequence:

- a. Faculty of the academic unit proposing deactivation
- b. Department Head or Director of academic unit proposing deactivation
- c. Dean or Vice President of academic unit proposing deactivation
- d. Graduate School Program Committee, if the program contains graduate courses
- e. Graduate Council, if the program contains graduate courses
- f. Dean of the Graduate School, if the program contains graduate courses
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President

Proposals for program terminations should be routed through the following approval sequence:

- a. Faculty of the academic unit proposing termination
- b. Department Head or Director of academic unit proposing termination
- c. Dean or Vice President of academic unit proposing termination
- d. Graduate School Program Committee, if the program contains graduate courses
- e. Graduate Council, if the program contains graduate courses
- f. Dean of the Graduate School, if the program contains graduate courses
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President
- m. Board of Regents

Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the program termination for substantive change as it moves through the approval sequence. If it is determined that the terminated major is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.



~~This policy statement was approved by the University Council on October 11, 1990. The policy statement and attachments may be reproduced for local use.~~

**OUTLINE PROPOSAL FOR REACTIVATION OR REINSTATEMENT OF AN ACADEMIC  
GRADUATE OR UNDERGRADUATE PROGRAM**

**I. Basic Information**

**1. Institution** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. School/College:** \_\_\_\_\_

**3. Department/Division:** \_\_\_\_\_

**4. Program (Major and Degree):** \_\_\_\_\_

— **Degree** \_\_\_\_\_

— **Major** \_\_\_\_\_

**5. Which campus(es) will offer this program?** \_\_\_\_\_

**Proposed ~~date~~ reactivation date:** \_\_\_\_\_ of

\_\_\_\_\_

~~Reactivation Reinstatement~~

**Program 6- Abstract: of the deactivated or terminated program**

*Provide a brief summary of the ~~reactivated or reinstated~~ program that includes an overview and highlights of the ~~response being proposed for reactivation.~~ to the criteria in Section II.*

**7. Signatures**

\_\_\_\_\_  
~~Department Head~~

\_\_\_\_\_  
~~Dean of School/College~~

\_\_\_\_\_  
~~Dean of Graduate School~~

**II. Conditions for Reactivating or Reinstating Programs**

**Program reactivation**

~~Reactivated programs are those that have been previously deactivated (temporarily suspended). The conditions that reactivated programs are expected to address satisfactorily in order to be approved and implemented within the University of Georgia are listed below. Please provide sufficient information to confirm each condition.~~

~~1. Provide copies of the studies and decisions that resulted in the deactivation of the program.~~

~~21. State the reasons for the deactivation of the program, and provide copies of any relevant documents.~~

~~32. By a comparison of previous and current conditions, identify the changes in the reasons for the deactivation of the program that now warrant its reactivation.~~

43. Describe the departmental commitment to the reactivation of the program.

54. Provide a list of courses and all other degree requirements for the reactivated program.

65. Document the need and the student demand for the reactivated program.

~~7. Provide a list of relevant professional and scholarly activities of the faculty for the past five years, including publications and grants.~~

86. Identify the financial and physical resources needed for the reactivated program and verify that they will be adequate.

Program reinstatement

~~A request for reinstatement of the program must be submitted as a proposal for a new program.~~

**Approvals:**

|                 |                        |                         |
|-----------------|------------------------|-------------------------|
| Department Head | Dean of School/College | Dean of Graduate School |
|-----------------|------------------------|-------------------------|

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**OUTLINE PROPOSAL FOR DEACTIVATION OR TERMINATION OF AN ACADEMIC  
GRADUATE OR UNDERGRADUATE DEGREE PROGRAM**

**I. Basic Information**

**1. Institution** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. School/College:** \_\_\_\_\_

**3. Department/Division:** \_\_\_\_\_  
\_\_\_\_\_

**4. Program (Major and Degree):** \_\_\_\_\_  
**Degree** \_\_\_\_\_

**Major** \_\_\_\_\_

**Which campus(es) offer this program?** \_\_\_\_\_

**5. Deactivation** \_\_\_\_\_ **or Termination?** \_\_\_\_\_  
\_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

**6. Last date students will be admitted to this program:** \_\_\_\_\_  
\_\_\_\_\_

**7. Last date students will graduate from this program:** \_\_\_\_\_  
\_\_\_\_\_

*Note: There may be no enrollment in the program as of the termination effective date.*

**Program 8. Abstract: of the deactivated or terminated program**

*Provide a brief summary of the ~~deactivated or terminated~~ program that includes an overview and highlights of the response being proposed for ~~deactivation or termination~~. to the criteria in Section II.*

**9. Signatures**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Department Head                      Dean of School/College                      Dean of Graduate School

**H. Conditions for Deactivating or Terminating Programs**

**For Deactivated or Terminated Programs:**

The deactivation (temporary suspension) or termination (discontinuation) of programs is expected to address satisfactorily the conditions listed below in order to be approved and implemented within the University of Georgia. Please provide sufficient information to confirm each condition.

~~1. Provide copies of the studies and decisions that warrant deactivation or termination of the program.~~

~~2~~1. State the reasons for deactivating or terminating the program, and provide copies of any relevant documents.

~~3. State the plans for allowing those students already in a program to complete degree requirements, including specific information on a.) how students will be notified of the program termination and b.) how students will be counseled on completing the program.~~

~~4~~2. What will be done to minimize the impact ~~or of the deactivation or~~ termination of the program upon the personal and professional lives of the faculty and staff involved? Include specific information on, specifically: a.) how ~~will~~ faculty and staff will be notified of the deactivation or termination, and b.) how ~~will~~ faculty and staff will be ~~re-deployed~~reallocated.?

~~5~~3. What will be done to insure that deactivation or termination of the program does not weaken other programs (graduate, undergraduate, or professional) for which the department may be responsible?

### **For Deactivated Programs:**

~~4. State the plans for allowing students currently enrolled in the program to complete degree requirements, including specific information on: a) how students will be notified of the program deactivation, and b) how students will be advised on completing the program.~~

~~6~~5. What plans, if any, ~~is-are~~ there for subsequent reactivation ~~or reinstatement, respectively,~~ of the deactivated ~~or terminated~~ program?

### **Approvals:**

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Department Head

Dean of School/College

Dean of Graduate School