Program Deactivation Request

GCSU Guidelines for Completing the Proposal for Submission
Use the guidelines below in addition to the *Degree Proposal and Curriculum Proposal Cover Sheet* to prepare the proposal for a *Program Deactivation Request*. Review these guidelines to support proposal development. The finalized proposal should be created in a Word document or pdf using a numbered format including all requested information for items 1 through 18 in the order as described in the guidelines. Doing so will support both the university governance process and successful entry into the USG Academic Proposal Submission Portal.

Guidelines Provided by USG
USG Policy
Board Policy 3.6.2 states institutions must notify the University System Office (USO) at least two years prior to a formal request for termination of their intent to discontinue a degree, major, or certificate. The policy also states an institutional President may place an academic program on a temporary suspension, not to exceed two years. This form may be used for either of these purposes.

For more information on USG policy, please visit the following page:
https://www.usg.edu/academic_programs/changes/degree_and_or_major_termination_process

Note: **This form should NOT be used if the institution wishes to close the program only in certain modalities/sites.** In such instance, the Program Delivery/Location Change request form should be completed.

SACSCOC Policy
Program Deactivation is considered a substantive change (a type of program closure). Be sure to review the SACSCOC Substantive Change Policies and Procedures (link below) and follow any institutional processes related to substantive changes so that your institution can also submit the request to SACSCOC. https://sacscoc.org/accrediting-standards/substantive-changes/

1. Proposal Name

2. Proposal Representatives: Provide the name(s) and email(s) of the individuals who will represent the proposal at university level curriculum committee meetings.

3. Submission Type: Select one of the types listed below.
    *   Teach Out prior to Formal Termination
    *   Closure due to 0 Students currently enrolled or admitted for a future term
    *   Temporary Strategic Pause on Admitting New Students

4. Program Type: Select one of the types listed below.
    *   Degree and/or Major
    *   Certificate

5. Program Name: Provide the Program Name exactly as it appears on the CAAP.

6. Current Degree/Certificate Acronym: Provide the degree acronym exactly as it appears on the CAAP. Example: BS, BA, PHD, EDS, CERG, etc.

7. CIP Code: Provide the 8-digit CIP code exactly as it appears on the CAAP.

8. Effective Year for the Proposed Deactivation: Specify the calendar year associated with the term selected above.

9. Have any students been admitted to this program for the proposed deactivation term, or any subsequent term? Respond yes or no.

10. No new students can be enrolled in a program that is deactivated. If any new students have been admitted to this program for the above term or future terms, specify the number of students and the plan for shifting these students to a different major.

11. Was this discussed during your institution's ASPIRE meeting (previously called academic forecast) with an institutions' Provosts, the Chief Academic Officer, and their designees? (Respond yes or no.)

12. Deactivation Rationale: Include a brief description of the reason for which the institution and department have made the decision to deactivate the program.

13. Communication Plan: Provide an explanation of how affected parties – current students, faculty, and staff – will be informed of the impending closure.

14. What is the teach out plan to allow any current students to complete their program of study? Provide an explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs. This should include a timeline for course offerings and a backup plan for if any students do not graduate by the established timeline. Specify the final term in which students are projected to complete this program.

15. Extra Cost to Students: Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.

16. Will any tenured or tenure-track faculty positions be impacted by this deactivation, or the future termination? Respond yes or no.

17. Enrollment Data: Provide a table of data, disaggregated by projected graduation year, for the number of current students.

18. Points of Contact: Provide the name(s), email(s), title(s) of the main point(s) of contact if questions arise from submission to USG. Note: These may be the same individuals as the program representatives named above.