

**Department- and Administrator-Initiated Deactivation of Non-SUNY/NYSED-Approved
Transcriptable Paths of Study¹**
Effective March 2024

The following guidelines are provided for those instances in which an academic college administrator (i.e., dean, provost, or president) or department faculty recommend the discontinuance of a non-SUNY/NYSED-approved transcriptable path of study. Please note, the President of SUNY Potsdam has the authority to discontinue programs at their discretion at any time. As with program deactivation/discontinuation, the preferred policy is that this process be initiated from the faculty; however, there are times in which these decisions need to be made at the administrative level. Even in the latter instances, however, it is highly recommended that the process be as inclusive as possible in order to elicit feedback and to inform as many impacted constituencies as possible. It is also expected that accurate data be used to guide any final programmatic decision.

Definitions:

Discontinuance: the decision is made to stop offering a path of study and tracking its completion. After approval by the President of SUNY Potsdam, the path of study is removed from the College catalog. Unlike programs, paths of study cannot be deactivated.

Initiator: the faculty member, department, or administrator who initiates and manages the discontinuation process.

Path of Study Discontinuation:

1. The initiator assembles data to justify the discontinuation of the path of study. This may include, but is not limited to:
 - a. Current enrollment and enrollment trends in the path of study over time;
 - b. Current enrollment and enrollment trends in the courses and experiences for the path of study;
 - c. Current and future ability to staff the courses and experiences needed for the path of study;
 - d. Current and future demand for the path of study;
 - e. How the path of study meets current campus priorities;
 - f. Other data, as needed and appropriate.
2. The initiator notifies the Dean of the school and the department(s) that house(s) the path of study that discontinuation is being proposed.
3. The initiator meets with the department(s) that house(s) the path of study to share data. The department(s) votes to recommend or non-recommend discontinuation.
4. The appropriate School Council or Faculty Association is given the data for review and consideration. The School Council or Faculty Association has up to three weeks to provide a written response.
5. The written responses are forwarded to the Dean of the School (and, where appropriate, to the Director of Graduate & Continuing Education) for their review.

¹ To include minors, microcredentials, and local certificates.

6. The Dean brings the proposal (with their recommendation and written responses) to the Provost's Cabinet for review and affirmation.
7. If supported by the Provost's Cabinet, the proposal and supporting material are sent by the Provost to the Chair of the Faculty Senate for review and comment by the Executive Committee. The Faculty Senate Executive Committee has up to four weeks to provide a written response to the Provost.
8. The Provost's Cabinet reviews the Faculty Senate's written response and makes its final recommendation to the President of the College.
9. If approved by the President, the path of study may be deleted from the campus materials (website, College catalog, marketing material, etc.). All reasonable efforts should be made to allow students to complete the discontinued path of study.
10. The Provost's office communicates the decision to the initiator, faculty, Provost's Cabinet, College Communications, Faculty Senate Chair, Academic Assessment Coordinator, Registrar, directors, and others, as appropriate.