Program Deactivation/Discontinuance Processes

SUNY Guidelines: https://system.suny.edu/media/suny/content-assets/documents/academic-affairs/SUNY-Guide-to-Academic-Program-Planning-2017-05-24.pdf

SUNY Forms: https://system.suny.edu/academic-affairs/acaproplan/app/forms/
(Note: there is a separate form for teacher education programs)

Definitions:
- **Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program, restructure the program, or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.
  - **Note: The process of deactivation is intended to allow time for programs to assess viability and revisions, which can lead to either reactivation or discontinuance.**
- **Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed the program.

SUNY Potsdam Deactivation and Discontinuance (Deletion) Procedures
Department-Initiated
Undergraduate and Graduate Programs[1]

Questions about this process should be forwarded to the Dean.

Please note: The President of SUNY Potsdam has the power to discontinue programs at their discretion at any time (see the following for Administrator-Initiated Program Deactivation: https://www.potsdam.edu/sites/default/files/documents/offices/ie/assessment/ProgramDeactivation.pdf). The following procedures are for faculty-initiated program deactivation and/or discontinuance.

Program Deactivation

1. Departmental or program faculty members complete the *Proposal to Deactivate and/or Discontinue a Program form* (found at: https://system.suny.edu/academic-affairs/acaproplan/app/forms/) in consultation with other faculty, including those in other departments providing service or cognate courses to the program, as well as with departments or units that the proposing program serves, and with the relevant Deans and/or Associate/Assistant Deans.
   - Proposers must consider requirements and regulations of appropriate accreditation agencies. Consult with Dean as needed for assistance.

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[1] *"Program" includes any academic program that has been previously approved by and registered through SUNY/SED including majors and advanced certificates.*

- o Note: Proposers may choose to recommend ***Discontinuance*** of a program (program deletion) without first Deactivating the program; refer to the next section on "Program Discontinuance." If that is the desire of the proposers, this is indicated on Part I of the form. However, if there are still students matriculating through the program, a teach-out plan for those students must be created.

2. Departmental or program faculty members submit the proposal and supporting materials to the Chair of the Curriculum Committee
   - o *Note: For Crane, the appropriate body is the Program Committee; for SOEPS, it is the Academic Affairs Committee.*
3. After the appropriate curriculum committee reviews the proposal, the Chair forwards the proposal to the Dean with recommendation and signature.
4. ***For Graduate programs only***, the Dean of the School consults with the Director of Graduate and Continuing Education regarding the proposal request.
5. If the Dean *(and the Director of Graduate Education, if appropriate)* feels the proposal is ready, the proposal and supporting materials are submitted to the School's Council or Faculty Association for their recommendation.
   - o *Note: The SOEPS does not utilize a School-wide Council for this purpose; skip to step 7.*
6. The School Council or Faculty Association reviews and submits their recommendation to the Dean.
7. The Dean reviews all materials and recommendations.
8. If approved, the Dean brings the proposal to the Provost's Cabinet for review and affirmation.
9. If supported by the Provost's Cabinet, the Dean sends the proposal and supporting materials to the Chair of Faculty Senate for campus action.
10. The Executive Committee of the Faculty Senate reviews the proposal and, if complete, the proposal is scheduled for the next meeting of the Faculty Senate or Full Faculty.
    - o Please note: The Faculty Senate agenda is typically set one week in advance of each meeting in order to follow bylaw specifications for publication of the agenda. Proposals that are not reviewed by the Executive Committee before that deadline will be deferred to the next Faculty Senate meeting. In addition, the Executive Committee reserves the right to share the proposal with standing committees of the Senate, which could delay the proposal's presentation to the full Faculty Senate.
11. At the scheduled Faculty Senate meeting, the proposing department presents their recommendation to the Senate.
12. After discussion and vote in the Faculty Senate meeting, the Senate Secretary forwards the proposal and supporting materials to the President of the College with the recommendation of the Faculty.
13. Once approved by the President, the recommendation is sent to the Provost's Designee for submission to SUNY.
14. As appropriate, the Dean works with the Provost's designee to submit the request for Deactivation with specialized accrediting bodies (e.g., CAEP, NASM).
15. The Provost's designee communicates the decision to the faculty who prepared the proposal, Provost's Cabinet, College Communications, Faculty Senate Chair, Council of

Chairs & Program Directors, Academic Assessment Coordinator, Director of Admissions, Director of Libraries, SSC, and Registrar.

Program Discontinuance (Deletion)

This step is intended for those programs that were previously Deactivated (see process, above), or those that are being Discontinued without first being Deactivated.

Note: It is the expectation that units make a final decision regarding program Discontinuance within three years of the program Deactivation submission to SUNY. If more than three years lapse without action on the part of the departmental or program faculty, it is assumed that the program is intended to be discontinued and the Dean submits a final ***Proposal to Deactivate and/or Discontinue a Program*** to the Provost's Designee for submission to SUNY (steps 12-15, below).

1. Departmental or program faculty members update the *Proposal to Deactivate and/or Discontinue a Program form* (found at: https://system.suny.edu/academic-affairs/acaproplan/app/forms/) in consultation with other faculty, including those in other departments providing service or cognate courses to the program, as well as with departments or units that the proposing program serves, and with the relevant Deans and/or Associate Deans.
   o Proposers must consider requirements and regulations of appropriate accreditation agencies. Consult with Dean as needed for assistance.
2. Departmental or program faculty members submit the proposal and supporting materials to the Chair of the Curriculum Committee.
   o *Note: For Crane, the appropriate body is the Program Committee; for SOEPS, it is the Academic Affairs Committee.*
3. After the appropriate curriculum committee reviews the proposal, the Chair forwards the proposal to the Dean with recommendation and signature.
4. ***For Graduate Programs only***, the Dean of the School consults with the Director of Graduate and Continuing Education regarding the proposal request.
5. If the Dean ***(and the Director of Graduate Education, if appropriate)*** feels the proposal is ready, the proposal and supporting materials are submitted to the School Council or Faculty Association for their recommendation.
   o *Note: The SOEPS does not utilize a School-wide Council for this purpose; skip to step 7.*
6. The School Council or Faculty Association reviews and submits their recommendation to the Dean.
7. If approved, the Dean shares the ***Proposal to Discontinue a Program*** with the Provost's Cabinet for review and affirmation.
8. If approved by the Provost's Cabinet, the Dean sends the ***Proposal to Discontinue a Program*** to the Chair of the Faculty Senate.
   o *Note: If the program was previously Deactivated, the updated proposal is sent to the Senate Chair for informational purposes only, and then forwarded by the Dean to the President for final approval. [Skip to Step 12]*

9. The Executive Committee of the Faculty Senate reviews the Proposal and, if complete, the *Proposal* is scheduled for the next meeting of the Faculty Senate or Full Faculty.
   o Please note: The Faculty Senate agenda is typically set one week in advance of each meeting in order to follow bylaw specifications for publication of the agenda. Proposals that are not reviewed by the Executive Committee before that deadline will be deferred to the next faculty senate meeting. In addition, the Executive Committee reserves the right to share the proposal with standing committees of the Senate, which could delay the proposal's presentation to the full Faculty Senate.
10. At the scheduled Faculty Senate meeting, the proposing department presents its recommendation before the proposal is discussed and voted on.
11. After discussion and vote in Faculty Senate meeting, the Senate Secretary forwards the proposal to the President of the College with the recommendation of the Faculty.
12. Once approved by the President, the *Proposal to Discontinue a Program* is sent to the Provost's designee for submission to SUNY.
13. As appropriate, the Dean works with the Provost's designee to submit the request for Deactivation with specialized accrediting bodies (e.g., CAEP, NASM).
14. Once approval is received from SUNY, the proposal is forwarded to NYSED for approval and deletion.
15. Once approval is received from NYSED, then the program may be deleted from the campus materials.
16. The Provost's Designee communicates the decision to the faculty who prepared the proposal, Provost's Cabinet, College Communications, Faculty Senate Chair, Council of Chairs & Program Directors, Academic Assessment Coordinator, Director of Admissions, Director of Libraries, SSC, and Registrar.