

Policy Number: 02-50-040

Policy Title: SUSPENSION OF ADMISSIONS INTO OR CLOSURE OF ACADEMIC PROGRAMS

Effective Date: January 6, 2017

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1. **Policy Statement**

The policy establishes the criteria for the suspension of admission into or the closure of academic programs.

- A. Suspension of Admissions: Each school or college may request to suspend admissions, or the provost may initiate, a temporary or permanent suspension of admission into an academic program following the procedural safeguards set forth in policy 01-15-001, Program Reduction, Elimination and Reorganization of Academic Programs.
- B. Program Closure: If there are no remaining admitted and matriculated students, a school or college may request to close an academic program with the approval of the provost. A school or college may not close an academic program if there are matriculated and enrolled students in the program of study.
- C. Administrative Program Closure: With the approval of the Provost an academic program will be closed by the University Registrar if the academic program meets both of the following criteria:
 - I. No students have been enrolled in the academic program for the preceding three consecutive academic years (regardless of whether enrollment is administratively limited or whether students self-selected not to enroll); and
 - II. No new students have been officially admitted to start the academic program in the current academic year.

2. **Definitions**

- A. **Academic Program** is defined as a unique course of study that culminates in the awarding of a specific degree (or certificate) in combination with a specific major. An academic program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

- B. **Suspension of Admission** is the temporary or permanent ceasing of admission of new students into an academic program.
- C. **Academic Program Closure** is the permanent removal of an academic program from the OHSU inventory of active academic programs maintained by the Office of the Registrar. No students are allowed to enroll in a closed program.

3. **Responsibilities**

- A. **Suspension of Admissions:** Each school or college seeking suspension of program admissions is responsible for completing the Suspension of Admission/Closure Request form in accordance with published OHSU deadlines. The provost is responsible for notifying the school or college of the decision to approve or deny the request. The provost will also notify the school or college if admission to a program is temporarily or permanently suspended, absent a proposal request.
- B. **Academic Program Closure:** The Registrar's Office is responsible for tracking academic program activity and will close academic programs according to the criteria established in this policy. Notification to the Statewide Provost's Council and Northwest Commission on Colleges and Universities (NWCCU) of changes in program status are the responsibility of the Provost's Office. Each school or college will take the appropriate steps to ensure that closed programs are removed from websites, catalogs, student handbooks and all communications materials associated with the school or college.

4. **Procedures**

The Office of the Provost and Office of the Registrar will establish procedures pursuant to this policy.

Implementation Date: January 6, 2017

Revision History: February 19, 2014

Related Policies and Procedures: Policy 01-15-001, Program Reduction, Elimination and Reorganization of Academic Programs; Policy 02-50-010, Proposing Curricular Changes

Responsible Office: Office of the Registrar

Supersedes: CAP Policy 0-01-0214; Policy 02-50-025, Suspension of Academic Programs.

Key Words: Academic programs, program suspension, closed academic programs