

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Oct-16** Curriculum Bulletin _____

Effective Date **Spring 2017** Approved by EPC _____

Department

College **PR - Provost**

Proposal **Revise Policy**

Proposal Name **Revision of the policy and procedures to temporary suspend admission**

Description of proposal:

Proposal seeks to revise the policy and procedures for suspending admission into an academic program to more fully align with the policy of the Ohio Department of Higher Education. Specifically, the time period for which a program may be suspended is increased, from three to five years. During that time period, faculty may reopen or inactivate the program. After five years of suspension, the program will be declared inactivated by the Office of the Provost.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

No impact other than extending the period of suspension.

Units consulted (other departments, programs or campuses affected by this proposal):

Office of the Provost

REQUIRED ENDORSEMENTS

_____/_____/_____
Department Chair / School Director

_____/_____/_____
Campus Dean (for Regional Campuses proposals)

_____/_____/_____
College Dean (or designee)

_____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____/_____/_____
Senior Vice President for Academic Affairs and Provost (or designee)

Revision of Policy and Procedures for Temporary Suspension of Admission into an Academic Program

Subject Specification:

Proposal seeks to revise the policy and procedures for suspending admission into an academic program to more fully align with the policy of the Ohio Department of Higher Education.

Background Information:

In 2009 (EPC, 16-Nov-09), the Office of the Provost developed a policy and procedures for faculty to suspend admission into an academic program (e.g., undergraduate and graduate majors, concentrations, minors, certificates). The process of suspension of an academic program is not intended as a means for *de facto* program inactivation. Rather, it is a temporary procedure before a final decision is made regarding the program's continuance. Faculty deciding to inactivate a program should follow the procedures for that action.

Recently, the Ohio Department of Higher Education Chancellor's Council on Graduate Studies (CCGS) revised its policy regarding suspension of admission, mandating that if admission into the program is not reopened after five years of suspension, the program will be declared inactivated. This policy differs from Kent State's policy that states faculty are to either reopen or inactivate within a three-year period. In addition, the state council established forms to be submitted to suspend and reopen; the forms differ from what Kent State currently requires.

While the CCGS oversees graduate programs only, Kent State will apply the policy for all academic programs to ensure consistency and organization.

Alternatives and Consequences:

Revisions to the policy will give faculty an additional two years to deliberate continuation or inactivation of an academic program. The alternate is keep the policy as is, with a three-year window.

Specific Recommendation and Justification:

It is recommended that revisions to the policy, procedures and paperwork, as specified on pages 2-4, are approved to align Kent State with the policy of the Ohio Department of Higher Education and, thereby, give faculty more time to decide a program's fate.

Timetable and Actions Required:

November 2016..... Approval by Provost
November 2016..... Approval by Educational Policies Council
December 2016 Approval by Faculty Senate
Following Faculty Senate Implementation

CURRENT POLICY

A proposal for temporary admissions suspension of a program must be approved by the program's faculty, the department chair/school director, the college dean and (if appropriate) the dean of graduate studies. The proposal will then be submitted to the provost (copy to director of curriculum services) for review and inclusion as an information item on the agenda of the Educational Policies Council (EPC). Information items are neither discussed nor voted upon unless a motion is made by an EPC member; they are considered approved once the meeting is adjourned.

Final approval is with the Educational Policies Council. The director of curriculum services will notify the Ohio Board of Regents for undergraduate degree programs; the dean of graduate studies will notify the Regents' Advisory Committee on Graduate Study (RACGS) for graduate degree programs.

Once temporary suspension of admissions to a program has been so approved, the director of curriculum services will work with Admissions and the Registrar to ensure that students cannot apply to the program or successfully submit a Change of Program request. Curriculum Services will remove roadmaps (if any) from the GPS website and from the catalog and add the following line in red to the top of the program catalog page: *Admission to the program is temporarily suspended and will resume by [term and year] contingent on university approval procedures.*

During the suspension, no new students will be admitted and no degrees will be granted unless the recipient was enrolled in the program at, or before, the time of the suspension.

Before or by the three-year deadline, if the program's faculty decides to inactivate the program, a full proposal for inactivation must be submitted to the appropriate bodies for review and approval (see Curriculum Guidelines for procedures and process of inactivation).

If the decision is made to continue the program and end the suspension, the program's faculty must notify the department chair/school director, who will then notify the college dean. The college dean, in turn, will notify the provost (copy to the director of curriculum services) and (if appropriate) the dean of graduate studies. If any changes to the program to warrant admission reactivation involve curriculum (e.g., changes to the program course requirements, admission and graduation requirements), a proposal to revise the program must be submitted.

Notification of a program's admission reactivation will be listed on an EPC agenda as an information item. Any accompanying revisions to the program will be listed on an EPC agenda as a lesser action item. Neither are discussed or voted upon unless a motion is made by an EPC member. They are considered approved once the meeting is adjourned. Notice will then be given to the Ohio Board of Regents that the program has ended its suspension of admissions.

PROPOSED REVISED POLICY

A college may suspend admission into an academic program (e.g., major, concentration, minor, certificate) if the faculty plan to either reopen the program at a future date or phase out the program for future inactivation. A proposal for temporary suspension of admission into an academic program must be submitted through the college's standard curriculum review and approval process with a proposed effective term; the proposal will then be included as a lesser action item on the agenda of the Educational Policies Council (EPC). A program cannot be suspended for a term in which students have been admitted already.

Once temporary suspension of admissions to a program has been approved, the Office of Curriculum Services will work with the offices of Admissions and the Registrar to ensure that students cannot apply/be admitted to the program or submit a Change of Program request. The following sentence will be added to the program's page in the University Catalog: *Admission suspended as of [term]*. In addition, the dean of graduate studies will notify the Chancellor's Council on Graduate Studies (CCGS) for graduate programs.

During the suspension, no new or returning students will be able to declare the program. The college administering the program will ensure that active students declared in the program before the suspension will have the resources to complete their requirements within a timely manner.

At any time within five years of the initial suspension, the college may reopen admission or inactivate the program by submitting a proposal through the college's standard curriculum

Revision of Policy and Procedures for Temporary Suspension of Admission into an Academic Program

review and approval process; it will then be included on the EPC agenda. See the Curriculum Guidelines for procedures and process for the reopening of admission or program inactivation.

If admission into the program is not reopened within the specified five years, the program will be declared inactive by the Office of the Provost, which will notify all appropriate bodies.

CURRENT POLICY – MARKED UP TO SHOW REVISIONS

A college may suspend admission into an academic program (e.g., major, concentration, minor, certificate) if the faculty plan to either reopen the program at a future date or phase out the program for future inactivation. A proposal for temporary ~~admissions~~ suspension of admission into an academic program must be submitted through the college's standard curriculum review and approval process with a proposed effective term; the proposal will then be included approved by the program's faculty, the department chair/school director, the college dean and (if appropriate) the dean of graduate studies. The proposal will then be submitted to the provost (copy to director of curriculum services) for review and inclusion as a lesser action an information item on the agenda of the Educational Policies Council (EPC). A program cannot be suspended for a term in which students have been admitted already. Information items are neither discussed nor voted upon unless a motion is made by an EPC member; they are considered approved once the meeting is adjourned.

~~Final approval is with the Educational Policies Council. The director of curriculum services will notify the Ohio Board of Regents for undergraduate degree programs; the dean of graduate studies will notify the Regents' Advisory Committee on Graduate Study (RACGS) for graduate degree programs.~~

Once temporary suspension of admissions to a program has been ~~so~~ approved, the Office director of Curriculum Services will work with the offices of Admissions and the Registrar to ensure that students cannot apply /be admitted to the program or ~~successfully~~ submit a Change of Program request. ~~Curriculum Services will remove roadmaps (if any) from the GPS website and from the catalog and add~~ the following sentence will be added to line in red to the top of the program's page in the University Catalog page: Admission to the program is temporarily suspended as of [term] and will resume by [term and year] contingent on university approval procedures. In addition, the dean of graduate studies will notify the Chancellor's Council on Graduate Studies (CCGS) for graduate programs.

During the suspension, no new or returning students will be able to declare the program, admitted and no degrees will be granted unless the recipient was enrolled in the program at, or before, the time of the suspension. The college administering the program will ensure that active students declared in the program before the suspension will have the resources to complete their requirements within a timely manner.

At any time within five years of the initial suspension, the college may reopen admission or inactivate the program by submitting a proposal through the college's standard curriculum review and approval process; it will then be included on the EPC agenda. See the Curriculum Guidelines for procedures and process for the reopening of admission or program inactivation. ~~If the decision is made to continue the program and end the suspension, the program's faculty must notify the department chair/school director, who will then notify the college dean. The college dean, in turn, will notify the provost (copy to the director of curriculum services) and (if appropriate) the dean of graduate studies. If any changes to the program to warrant admission reactivation involve curriculum (e.g., changes to the program course requirements, admission and graduation requirements), a proposal to revise the program must be submitted. Notification of a program's admission reactivation will be listed on an EPC agenda as an information item. Any accompanying revisions to the program will be listed on an EPC agenda as a lesser action item. Neither are discussed or voted upon unless a motion is made by an EPC member. They are considered approved once the meeting is adjourned. Notice will then be given to the Ohio Board of Regents that the program has ended its suspension of admissions.~~

If admission into the program is not reopened within the specified five years, the program will be declared inactive by the Office of the Provost, which will notify all appropriate bodies. Before or by the three year deadline, if the program's faculty decides to inactivate the program, a full proposal for inactivation must be submitted to the appropriate bodies for review and approval (see Curriculum Guidelines for procedures and process of inactivation).

CURRENT FORM FOR SUSPENSION OF ADMISSION

1. Full explanation of why the temporary suspension of admission to the program is being proposed:
2. List of courses that will not be taught if admission into the program is suspended, and a statement summarizing the effect of suspending these courses on other units of the university that rely on these courses for core or option requirements, with evidence that those units have been consulted with respect to these effects:
3. Effect on current students enrolled in the program, faculty, staff and active courses:
4. Fiscal and staffing impact of suspension, including library, facility, equipment; examples are budgeted expenditures that will be suspended or cancelled, funding that has been committed and now will not be used, and grants that could be jeopardized:
5. Term and year when it is anticipated that it will end (no temporary suspension of admission may exceed three years):

FUTURE FORM FOR SUSPENSION OF ADMISSION

1. Provide a rationale for the suspension of admission of the program.
2. Indicate number of students currently enrolled in the program and describe how the suspension of admission will affect them. Explain plans for notifying current students and assisting them in the completion of their program.
3. Describe whether there will be a loss of faculty or staff positions due to the suspension.
4. Indicate if any of the program's courses that will not be offered due to the suspension are used by other units for their programs (either as required or elective). Provide evidence that those units have been consulted regarding the offerings.
5. Describe the plan for communicating the suspension of admissions.

FUTURE FORM FOR REOPENING ADMISSION

1. Provide a rationale for reactivating the program.
2. Describe any changes (e.g., curricular, admission, administrative, online/off-campus delivery) that will be made to the program as it is reactivated.
3. Describe whether current faculty resources are sufficient to reactivate the program.
4. Describe whether additional resources are needed to reactivate the program.
5. Indicate the projected number of students who will be enrolled in the program during the first three years of program operation.
6. Indicate whether the appropriate professional accrediting and/or state licensing agencies have been notified of the program's reactivation.