



# The University of Georgia

University Council  
Athens, Georgia 30602

March 21, 2012

## UNIVERSITY CURRICULUM COMMITTEE – 2011-2012

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Undergraduate Student Representative – Mr. Marshall Mosher

Graduate Student Representative – Mr. Zachary Watne

Dear Colleagues:

The attached proposal for a revised Academic Affairs Policy Statement No. 4, Academic Programs – Deactivation or Reactivation and/or Termination or Reinstatement, will be an agenda item for the March 28, 2012, Full University Curriculum Committee meeting. The policy has been revised to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACS) policy.

Sincerely,

David E. Shipley, Chair  
University Curriculum Committee

cc: Provost Jere W. Morehead  
Dr. Laura D. Jolly

# ACADEMIC PROGRAMS - DEACTIVATION OR REACTIVATION AND/OR TERMINATION OR REINSTATEMENT

## Academic Affairs Policy Statement No. 4

### 1. References

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, 1987.
- b. Bylaws of the University Council of the University of Georgia, 1988.

### 2. Applicability

This policy statement is applicable to all academic degree programs (to include interdisciplinary programs).

### 3. Policy

#### a. Deactivation or reactivation

Effective this date and until rescinded, deactivation (temporary suspension) of an educational program, degree, or major may be approved by the President of the University of Georgia without obtaining Board of Regents' approval. Deactivation is for a period not to exceed two academic years to allow for program review, to consider enrollment problems, to deal with faculty shortages, or for other similar reasons. The President may subsequently reactivate the program within that two-year period without obtaining Board of Regents' approval. However, the deactivation or reactivation will be reported to the Chancellor by the President. If the program has not been reactivated by the end of the second academic year, the President should take action to terminate the program. A deactivated program remains an authorized program at the institution, but new students are no longer permitted to enroll. The deactivated program will not be listed in the Bulletin.

#### b. Termination or reinstatement

A proposal for termination (discontinuation) of an educational program, degree, or major will be submitted to the Chancellor for review and recommendation for action by the Board of Regents. Termination means that the institution is no longer authorized to offer the program. Subsequent reinstatement of the program must be initiated by a proposal for a new program.

#### c. Guidelines

Implementing guidelines for deactivation/reactivation and termination of academic programs appear as attachments to this policy statement. The policy statement and implementing guidelines for reinstatement are the same as those for new degree programs.

- d. No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.

### 4. Responsibility

Proposals for deactivation/reactivation and/or termination/reinstatement of a program may be initiated by the faculty, a dean, or the Senior Vice President for Academic Affairs and Provost. These actions should be prompted by recommendations from properly authorized program reviews or from other studies. Program reviews are authorized by the Senior Vice President for Academic Affairs and Provost. Academic Affairs Policy Statement No. 1, "New Degree or Major Programs," should be consulted for guidelines for program reinstatement, which requires submission of a proposal for a new program.

**5. Routing of Proposals**

- a. Proposals concerning graduate programs shall be submitted to the Dean of the Graduate School for consideration by the Program Committee, which shall make a recommendation to the Graduate Council. The recommendation approved by the Graduate Council shall be sent to the Senior Vice President for Academic Affairs and Provost. Proposals concerning undergraduate programs shall be submitted by the dean of the respective school or college to the SVPAAP.
- b. The University Council Bylaws require that formal proposals for all new academic programs, or changes in existing programs, be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration.

# OUTLINE FOR DEACTIVATION OR TERMINATION OF A GRADUATE OR UNDERGRADUATE DEGREE PROGRAM

## I. Basic Information

1. Institution \_\_\_\_\_ Date \_\_\_\_\_
2. School/College \_\_\_\_\_
3. Department/Division \_\_\_\_\_
4. Program  
Degree \_\_\_\_\_  
Major \_\_\_\_\_
5. Deactivation \_\_\_\_\_ or Termination \_\_\_\_\_
6. Last date students will be admitted to this program \_\_\_\_\_
7. Last date students will graduate from this program \_\_\_\_\_
8. Abstract of the deactivated or terminated program

*Provide a brief summary of the deactivated or terminated program that includes an overview and highlights of the response to the criteria in Section II.*

## 9. Signatures

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean of School/College

\_\_\_\_\_  
Dean of Graduate School

## II. Conditions for Deactivating or Terminating Programs

The deactivation (temporary suspension) or termination (discontinuation) of programs is expected to address satisfactorily the conditions listed below in order to be approved and implemented within the University of Georgia. Please provide sufficient information to confirm each condition.

1. Provide copies of the studies and decisions that warrant deactivation or termination of the program.
2. State the reasons for deactivating or terminating the program.
3. State the plans for allowing those students already in a program to complete degree requirements, **including specific information on a.) how students will be notified of the program termination and b.) how students will be counseled on completing the program.**
4. What will be done to minimize the impact or termination of the program upon the personal and professional lives of the faculty **and staff** involved, **specifically a.) how will faculty and staff be notified of the termination and b.) how will faculty and staff be re-deployed?**
5. What will be done to insure that deactivation or termination of the program does not weaken other programs (graduate, undergraduate, or professional) for which the department may be responsible?
6. What plans, if any, is there for subsequent reactivation or reinstatement, respectively, of the deactivated or terminated program?

# OUTLINE FOR REACTIVATION OR REINSTATEMENT OF A GRADUATE OR UNDERGRADUATE PROGRAM

## I. Basic Information

1. Institution \_\_\_\_\_ Date \_\_\_\_\_

2. School/College \_\_\_\_\_

3. Department/Division \_\_\_\_\_

4. Program  
Degree \_\_\_\_\_

Major \_\_\_\_\_

5. Proposed date \_\_\_\_\_ or \_\_\_\_\_  
Reactivation Reinstatement

6. Abstract of the deactivated or terminated program

*Provide a brief summary of the reactivated or reinstated program that includes an overview and highlights of the response to the criteria in Section II.*

7. Signatures

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean of School/College

\_\_\_\_\_  
Dean of Graduate School

## II. Conditions for Reactivating or Reinstating Programs

### Program reactivation

Reactivated programs are those that have been previously deactivated (temporarily suspended). The conditions that reactivated programs are expected to address satisfactorily in order to be approved and implemented within the University of Georgia are listed below. Please provide sufficient information to confirm each condition.

1. Provide copies of the studies and decisions that resulted in the deactivation of the program.
2. State the reasons for the deactivation of the program.
3. By a comparison of previous and current conditions, identify the changes in the reasons for the deactivation of the program that now warrant its reactivation.
4. Describe the departmental commitment to the reactivation of the program.
5. Provide a list of courses and all other degree requirements for the reactivated program.
6. Document the need and the student demand for the reactivated program.
7. Provide a list of relevant professional and scholarly activities of the faculty for the past five years, including publications and grants.
8. Identify the financial and physical resources needed for the reactivated program and verify that they will be adequate.

**Program reinstatement**

A request for reinstatement of the program must be submitted as a proposal for a new program.

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This policy statement was approved by the University Council on October 11, 1990. The policy statement and attachments may be reproduced for local use.