



Graduate Program Recommendation Form - INACTIVATIONS / SUSPENSIONS ONLY

This form is to be used to **INACTIVATE** or **SUSPEND** degree programs, tracks, or certificate programs.

Please refer to the Graduate Council Curriculum Meeting Schedule for submission deadlines.

Checklist of Items to be attached with completed form:

- If applicable, a written agreement from all involved units that they are in support of this inactivation or suspension.
- If applicable, attach a teach out plan.

College/Unit(s) Submitting Proposal: _____

INACTIVATION - Proposed Effective Term/Year: _____

Admissions will be permanently suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach out plan is required. The program will be removed from the graduate catalog as of the approved term.

SUSPENSION - Proposed Effective Term/Year: _____

Admissions will be temporarily suspended for new students and the program will be removed from the online application. A notation will be entered in the graduate catalog indicating the program is not accepting applications. Currently enrolled students will not experience any issues with continued enrollment. **Suspension is limited to no more than three years.**

Unit(s) Housing Program: _____

Name of program, track and/or certificate: _____

Please check all that apply: This action affects a: Program Track Certificate

If the inactivation/suspension applies to multiple tracks, please list them here:

Brief description of **program and rationale** for the inactivation/suspension: **Do not add complete catalog copy here.**

Impact on Current Students

Are students currently enrolled in the program? Yes No

If yes, number of current students: _____

If program, track, or certificate is being inactivated or suspended, then attach a “teach out” plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The “teach out” plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if yes, when the completion date will be, whether students will be moved to another program, etc.

Enter the terms and courses that will be taught for each term throughout the last semester.

Fall	Spring	Summer	Fall	Spring

Signature Page

Recommend Approval (all approval levels must be signed)

Graduate Faculty (Print) _____ (Signature) _____ Date _____
Program Coordinator

Department Chair (Print) _____ (Signature) _____ Date _____
/Director

College Academic (Print) _____ (Signature) _____ Date _____
Standards

College Dean (Print) _____ (Signature) _____ Date _____

Graduate Council (Print) _____ (Signature) _____ Date _____

Vice President for Research and Dean of the College of Graduate Studies

(Print) _____ (Signature) _____ Date _____

Approval

Provost and Executive Vice President _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Knowledge Management; Academic Services; College of Graduate Studies