



ACADEMIC AFFAIRS GUIDELINES

Section 2:	Academic Programs and Curriculum: Guidelines and Procedures	
Title:	Placement of Programs on Inactive Status	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.12	II.B.6	10/2018
Reference:		
Related Form(s):	AAC Form 2.12 – Program Termination or Placement on Inactive Status	

Approval Summary Quick View

Inactive Program ► CAO ► Univ. Website ► AAC ► COPS ► BOR

1. An **inactive program** is a program a university has authority to offer, but the program is not admitting new students and has not formally terminated. A presumption exists that inactive status is a temporary status; universities review inactive programs periodically to determine the feasibility of reactivating or terminating the program. A **terminated program** is a program for which a university ceases to have authority to offer.
 - 1.1. The university Vice President for Academic Affairs (VPAA) requests the placement of a program on inactive status by submitting the standard form (“Program Placement on Inactive Status or Termination Form”) to the system Chief Academic Officer.
 - 1.2. Universities review inactive programs periodically during the period of inactivation. The review of an inactive program may lead to a request to activate the program or to terminate the program.
 - 1.3. A university must terminate a program that has been inactive for five (5) consecutive years without a request for activation.
2. The university Vice President for Academic Affairs will review the proposal to place a program on inactive status with the system Chief Academic Officer (CAO).
3. The university Vice President for Academic Affairs places proposals to inactivate programs on the university website for review and comment by other Academic Affairs Council (AAC) members. The university Vice President for Academic Affairs will notify the system Chief Academic Officer and Academic Affairs Council members by email when the material is available for review. Academic Affairs Council members will direct their comments to the university Vice President for Academic Affairs and the system Chief Academic Officer.
4. The system Chief Academic Officer places the request on the Academic Affairs Council agenda.

5. Proposals approved by the Academic Affairs Council move to the agenda of the Council of Presidents and Superintendents (COPS).
6. Proposals approved by the Council of Presidents and Superintendents move to the Board of Regents agenda for review and approval.
7. The Enrollment Services Center (ESC) processes approved requests.

SOURCE:

AAC December 2015; October 2018 (Clerical).