

## Guide to Program Suspensions & Discontinuations

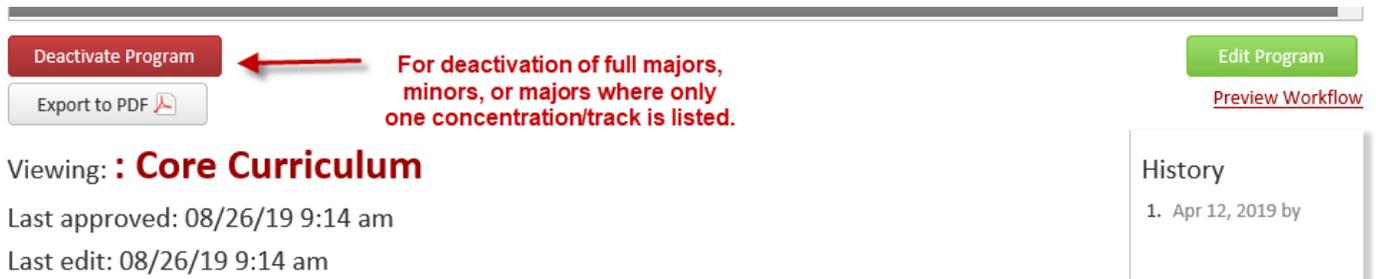
'Program Deactivation' in [Program Management in Curriculum Management \(CIM\)](#) is used for both the suspension and discontinuation process.

### Definitions

**Program Suspension** – a program status for a period of no more than 3 years where a program suspends admissions. Following university approval via the CIM workflow, USM will approve a suspension and the university notifies MHEC. During suspension, the program remains in the catalog and on the website with a notation that “The program is currently not admitting students.” Within three years of suspension, the university must either re-activate or discontinue the program. Current students can remain in the program and the catalog of their year of admission reflects their curriculum.

**Program Discontinuation** – involves a program’s complete removal from the university’s offerings and reflects a teach-out completion. Following university approval via the CIM workflow the university notifies USM and MHEC of the discontinuation and the university removes it from the catalog and website

1. [Program Admin in CIM](#) is where the suspension or discontinuation begins. Please note that whether suspending or discontinuing a program you should use CIM’s “Deactivate Program” option. Whether you are suspending or discontinuing a program, you should use this function\*\*:



The screenshot shows a user interface for program management. On the left, there is a red button labeled 'Deactivate Program' and a grey button labeled 'Export to PDF' with a PDF icon. A red arrow points from the 'Deactivate Program' button to a red text warning: 'For deactivation of full majors, minors, or majors where only one concentration/track is listed.' On the right, there is a green button labeled 'Edit Program' and a red link labeled 'Preview Workflow'. Below these buttons, the text 'Viewing: : Core Curriculum' is displayed in red. Underneath, it shows 'Last approved: 08/26/19 9:14 am' and 'Last edit: 08/26/19 9:14 am'. On the far right, there is a 'History' section with a list item: '1. Apr 12, 2019 by'.

**\*\* If you are deactivating only a major’s concentration or track and not the degree program, *DO NOT* use the Deactivate Program function as this will deactivate the major and not just your intended portion of the program. Instead, see page 3 for a detailed explanation of how to proceed.**

2. The brief form will have you clarify if the deactivation is a suspension or discontinuation, the anticipated end term for admitting students and rationale for suspension/discontinuation:

The screenshot shows a web form titled "Deactivating:". The form includes several sections: "Department" with fields for "College", "Program type", and "Program name"; a question "Is this a program discontinuation or program suspension?" with a dropdown menu currently open, showing options "Select...", "Discontinuation", and "Suspension"; an "End Term" dropdown menu; a large text area for "Rationale for deactivating program"; an "Attachments" section with an "Attach Documents" button; and an "Uploaded Files" section with two empty input boxes. At the bottom, there are "Cancel" and "Start Workflow" buttons. A red arrow points to the "Discontinuation" option in the dropdown menu.

**Discontinuation or Suspension:** From the drop down, choose if you are requesting a program suspension or discontinuation.

**End Term:** The last term the program will admit students

**Rationale for Deactivating Program:** You must include whether this is a program suspension or program discontinuation. If this is a suspension, include your anticipated time for suspension (no more than 3 years).

**Attachments:** Depending on your academic college and UCC/GSC (depending on program level), you may be required to attach documents for their review. Check with the chair of the curriculum committee for clarification on the required documents.

Once complete, select **Start Workflow**, which will send it first to the department chair for review.

3. After the department chair approves, the request will go to the Provost's Office where the Director of Accreditation and Compliance Services will ensure it is the appropriate action and can proceed for institutional consideration without subsequent delay or resubmission.
4. Next, the individual college curriculum committee and either the University Curriculum Committee (UCC) or Graduate Studies Committee (GSC), depending on whether to program is undergraduate or graduate, will consider the request to suspend/discontinue. Each college curriculum committee and UCC/GSC can decide which documents they require to facilitate the request.

5. Following university review, ending with the Academic Senate, the academic department can add a notation to their website that the program is no longer accepting applicants for future terms and contact University Admissions to remove the program from applications. The Director of Accreditation and Compliance Services will facilitate the required correspondence to USM and MHEC. The program **MUST** remain in the catalog until the university receives MHEC acknowledgement of the program's discontinuation!

## Suspension/Discontinuation of a Concentration or Track

Within [Program Management in CIM](#), concentrations and tracks are set up in two ways. Some programs are indexed individually by each concentration/track while other majors have all concentration/tracks listed in one program entry. (Graduate programs most frequently have this “all in one” setup.)

Program Code	Title
HLTH-BS-CHTH	Community Health Concentration
HLTH-BS-CHTH-4YP	Community Health Concentration Four-Year Plan
HLTH-BS-SCHE	School & Community Health Concentration
HLTH-BS-SCHE-4YP	School & Community Health Concentration Four-Year Plan
HLTH-BS-SCHL	School Health Concentration
HLTH-BS-SCHL-4YP	School Health Concentration Four-Year Plan
HLTH-MS	Health Science

Major where each concentration is a different entry

Major with multiple concentrations within program entry

Using this example, if you wished to deactivate any of the concentrations of Health Education & Promotion (BS), you would use the Deactivate Program button on the program entry. (Follow the instructions above.)

However, for Health Science (MS), if you want to deactivate only one concentration and not the whole program, you use the Edit Program function:

For deactivating a concentration or track of a major program entry that has multiple concentrations/tracks within a program entry

- If you are discontinuing a concentration/track, once you are in the Edit Program form, go through the curriculum and delete all mentions of the concentration/track you wish to remove. Add your discontinuation rationale at the bottom of the form. Start Workflow.
- If you are suspending admission to a concentration/track, once you are in the Edit Program form, go through the curriculum to where the concentration/track is mentioned and add text that says, “This concentration [or track] is currently not accepting students.” Add your discontinuation rationale to the bottom of the form. Start Workflow.
- If you are suspending/discontinuing a concentration, choose “YES” to the following question as it requires external approval. (Tracks do not require external approval.)

Does this program need to be reviewed externally (USM/MHEC)? [?](#)

Yes     No

- From this point once it is in workflow, see #3 on page two for the rest of the process.