

# CURRICULA EXPIRATION/PROGRAM CLOSURE GUIDELINES

Closing a program or expiring curricula requires a transparent planning, consultation, documentation, and proposal process across academic, administrative, and student support units. For all curricula, planning should begin **at least one year** (two years preferred) in advance of proposed Suspension to ensure Admissions and Catalog updates for the next recruitment cycle. Suspension closes the valve on new students – a critical first step in expiring curricula. The guidelines include an expiration planning worksheet.

## DEFINITIONS

**Program / Curricula:** Degree, Major, Certificate, Minor, or Concentration

**Suspend:** Temporary state to allow students to finish their program during the teach out period; no new students (which includes transfer, new beginner or CODO) are admitted into the program

**Expire / Program Closure:** Permanent action resulting in a Program no longer being offered

**Teach-out plan:** A formal plan that details how students will be supported for timely completion of the suspended program through continuing to offer courses, offering alternate courses or programs, engaging students in advising, and communicating reminders about the pending program closure.

**Current students:** Enrolled students with formally declared intent to complete the program of study

**Students on approved leave:** Students with formally declared intent to complete the program of study, but have temporarily suspended studies

**Current students not yet declared:** Enrolled students that through advising or other actions have expressed interest in but have not formally declared intent to complete the program of study, such as CODO

**Entering students:** Students who have accepted an offer of admission

**Stop-out students:** Previously enrolled inactive students

## CURRICULA EXPIRATION PROCESS OVERVIEW

Action	Who	Notes
1. Propose program closure based on rationale	Faculty & Department	Consultation with department administrators; data and/or external factors recommended for support rationale
2. Evaluate student impact	Department & Advising	Consultation with advising on number of current students impacted. Consider all student types from definitions.
3. Submit Suspension Proposal – By or Before February 1	Department & College	Critical first step to “shut off the valve” for students. Use Expiration Planning Worksheet to help planning.
4. Central notice sent to all enrolled students regarding Suspension	Enrollment Management (EM)	Standard template with department feedback. EM to message students (including entering students) with copy to the College. College communication efforts can begin after in collaboration with EM. College to notify Advising.
5. Begin Teach-Out Plan	Department & Advising	Use Expiration Planning Worksheet to document process
6. Monitor students and continue plan	Department & Advising	Continue communications, advising, and tracking
7. Submit Program Expiration Proposal	Department	When all students have completed; cannot bring back an expired program. Minimum date = program time to complete for last entering cohort (e.g., Target expiration for 4-year program = at least 4 years following Suspension)

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## EXPIRATION PLANNING WORKSHEET

**I. BACKGROUND INFORMATION**

Program	
Target Expiration	
Justification	

**II. IMPACT ANALYSIS**

List all departments and programs that could be impacted by the proposal and potential impacts. For example, any department or program that:

- Offers required courses for the program
- Offers elective courses for the program
- Offers similar courses in their program
- Has an equivalent course
- Has co-requisite or pre-requisite courses in this program

*Note: If the program has an experiential education component or articulation agreement, please include them in the section below.*

Department / Program	Potential Impacts

Quantify the number of students and define what the program completion obligation is for all student groups that could be impacted by the proposal, including: Current students, Students on approved leave, Current students not yet declared, Entering students, Stop-out students (most relevant for degree and major program closures). Once suspended, no students can be admitted including transfers, new beginner or CODO students.

*Note: A student inventory to help monitor students is recommended, which includes name, total credits earned, total credits left to complete, and projected completion.*

Student Group	Number of Students	Obligation

**III. COMMUNICATION PLAN**

**Departments / Programs**  
List the information below for all impacted departments and programs from the Impact Analysis section.

Department / Program name	Contact person(s), title, email	Type of communication required	Responsible Party	Date of communication

**Students**  
List the information below for all impacted student groups. All students must be informed in writing and the Enrollment Management communication (e.g. #4) serves as formal notice. The plan below should also include initial and ongoing advising communications for timely completion or alternate plans.

Student Group	Method of communication	Planned date of communication	Responsible party