

SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE

The faculty of the college in which a degree program resides may opt to suspend admissions for up to one year without going through the University Senate, pursuant to the established college faculty rules document. A college faculty may opt to have an issue concerning temporary suspension of admissions to an academic program forwarded to the Senate Council for Senate consideration.

The decision to suspend admissions to a Senate-approved academic program for longer than a single year is a significant reduction, which must be approved by the Senate. After five years of suspension, the Council on Postsecondary Education (CPE) considers the program to be closed and no students will be admitted. After the CPE designates a program as “closed” any attempt by the department to resurrect that program will be treated as a new program proposal.

Once approved at the college level, your college will send the proposal to suspend admissions to the appropriate Senate academic council (Health Care Colleges Council, Graduate Council, Undergraduate Council) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review via a committee and then to the Senate for approval. Once approved by the Senate, the Senate Council office will notify appropriate entities, including the Registrar’s office. The contact person listed on the form will be informed when the proposal has been sent to committee and other times as appropriate.

SECTION A – INFORMATION REQUIRED BY UNIVERSITY SENATE

1. Basic Information: Program Background and Overview

1a	Date of contact with the Director of Institutional Effectiveness (IE) ¹ :	
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.	
1b	Home College:	
1c	Home Educational Unit (school, department):	
1d	Degree Type (BA, MS, PhD, etc.):	
1e	Program Name (Interior Design, Social Work, etc.):	
1f	CIP Code:	
1g	Is there an accrediting agency related to this program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If “Yes,” name:	
1h	Requested effective date ² :	<input type="checkbox"/> Fall semester following approval. OR <input type="checkbox"/> Specific Date ³ : <i>Fall 20</i>
1i	Date of most recent periodic program review for the home educational unit:	
1j	Contact person name:	Email: Phone:

2. Overview

¹ You can reach Institutional Effectiveness at 257-8371 or institutionaleffectiveness@uky.edu.

² The effective date is the first semester for which admissions will be suspended.

³ Suspensions of admissions are typically made effective for the semester following approval. No action will be made effective unless all approvals, up through and including Board of Trustees and CPE approval, are received.

SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE

2a	What is the rationale for suspension of admissions? If an accrediting body recommended this suspension, note that and append that report to the end of this form. (450 word limit)				
2b	Is the degree for which admissions will be suspended a master's degree and is there an associated PhD program?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," should the master's degree now serve as an <i>en passant</i> option ⁴ for students who are unable to complete the associated PhD? (150 word limit)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe the associated PhD and how the <i>en passant</i> master's degree will be administered.				
2c	Provide an explanation for the proposed suspension of admissions. (450 word limit)				
2d	What provisions are being made for students already in the program? (300 word limit)				
2e	Describe enrollment in the program below, for the last five years.				
	1 year ago:	2 years ago:	3 years ago:	4 years ago:	5 years ago:
	Year: 20	Year: 20	Year: 20	Year: 20	Year: 20
	Enrollment:	Enrollment:	Enrollment:	Enrollment:	Enrollment:
2f	Describe graduation rates in the program below, for the last five years.				
	1 year ago:	2 years ago:	3 years ago:	4 years ago:	5 years ago:
	Year: 20	Year: 20	Year: 20	Year: 20	Year: 20
	Grad rate:	Grad rate:	Grad rate:	Grad rate:	Grad rate:
2g	Will another degree replace the program being suspended (i.e. a new program or a changed program)?			Yes ⁵ <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," explain below. (300 word limit)				
2h	What will happen with the existing courses that comprised the program ⁶ ? (300 word limit)				
2i	Check the appropriate box below and explain. (150 word limit)				
	<input type="checkbox"/> Suspension greater than one year but less than five years.			<input type="checkbox"/> Suspension for perpetuity.	

3. Approvals/Reviews

⁴ If a degree is offered *en passant*, there are no direct admissions into the program and it exists solely as an option for students who are unable to complete the associated PhD.

⁵ Mention of the replacement degree here does not create/change it – the appropriate new/change forms must also be submitted.

⁶ If the courses are no longer needed, the home educational unit will need to officially drop the courses.

SUSPEND ADMISSIONS TO AN EXISTING DEGREE PROGRAM/CERTIFICATE

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
3a	(Within College)		
			/ /
			/ /
			/ /
			/ /
3b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
3c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council		
	Graduate Council		
	Undergraduate Council		