
USG Program Deactivation and Termination Guidelines

When applied to educational programs, the terms “termination” and “discontinuation” refer to the same action. Program termination means that the institution is no longer authorized to offer the program. Termination requires Board approval, and subsequent reinstatement must be handled as submission of a proposal for a new program.

When applied to educational programs, the terms “temporary suspension” and “deactivation,” refer to the same action. Presidents can temporarily suspend a program for a period not to exceed two academic years, without obtaining Board approval, and may subsequently reinstate the program within that period.

However, the President of the institution should advise the Executive Vice Chancellor and Chief Academic Officer of the USG or the Assistant Vice Chancellor for Academic Programs of such actions. If the suspension has not been (or will not be) lifted (i.e., the program has not been reactivated) by the end of the second academic year, the president should take action to terminate the program. The institution’s Office of Academic Affairs will submit a request to terminate an academic program with the following information: 1) Termination date to coincide with the a regularly scheduled Board meeting, 2) confirmation that no students are currently matriculating through the program or confirmation that any remaining students in the program have been appropriately advised and counseled concerning degree program options, 3) confirmation that termination of the program will not have an adverse impact on tenured and non-tenured faculty or students, 4) rationale for terminating the program, and 5) length of time that the program was in a deactivated status, if at all, before requesting action to terminate.

A suspended program remains an authorized program at the institution, but new students are no longer permitted to enroll. Suspended programs should not be listed in the college catalog but will remain in the Degrees and Majors inventory of the Board with a notation that they are on a deactivated status (BOR Academic Affairs policy 2.3.3).

More information on program deactivation can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/).

