

## Program Deactivation and Discontinuance Guidance

### Overview

As programs continually review quantitative and qualitative information related to program outcomes and viability, it is sometimes necessary to phase out an academic program. The formal policy that governs this process is [RIT Policy E. 20: Policy on the Discontinuance, Reduction or Transfer of Academic Programs](#). When a program is formally discontinued, the program is removed from the [New York State Education Department's Inventory of Registered Programs](#) and from the [RIT Program Library](#). Prior to bringing a program discontinuance proposal forward, programs occasionally request that the program be deactivated for up to two years.

### Program Deactivation

Program deactivation means that the program suspends incoming enrollment for a period of time. The program is not removed from either the New York State Education Department's Inventory of Registered Program or from the RIT Program Library.

In order to deactivate, the College Dean must:

- First, discuss the intention to deactivate with Sr. Vice President for Enrollment Management and Career Services in order to explore implications on enrollment
- If a decision is made to move forward with deactivation, the Dean's Office formally informs the [Office of Academic Program and Curriculum Management](#) who in turn, notifies other affected University offices (Registrar, Admissions, etc.)
- The rationale for deactivation and the timeframe should be included in the Dean's notification memo. Deactivation should not result in the termination of tenured or tenure-track program faculty
- Suspension of admission to the program must be noted in the appropriate bulletin and other marketing materials as soon as possible after the decision is made to deactivate
- Students matriculated in the program must be able to complete their program of studies on time and without hardship
- Normally, programs should not deactivate a program beyond a two year period without either moving to program discontinuance or reduction per [RIT Policy E. 20](#) or proposing substantial program modifications through RIT's normal Curriculum Development Review and approval processes.

### Program Discontinuance

Program discontinuance must be guided by [RIT Policy E. 20](#). This policy lays out a process which is designed to create a fair, orderly and considered approach to program discontinuance including thoughtful planning for students and faculty affected.

Program discontinuance requires that very specific procedures be followed and concludes in a formal proposal from the College Dean, review by and a recommendation from the College Curriculum Committee and final action by the Provost.

When a program is approved for discontinuance, appropriate notification to the New York State Education Department must be prepared, including the [applicable NYSED "Change or Adapt a Registered Program" form](#).

This documentation is sent to the [Office of Academic Program and Curriculum Management](#) for processing and notification of affected University offices (Registrar, EMCS, Admissions, etc.).