

505. Changes in Academic Program Status

I. Policy Statement

The institutions of The University of Alabama System are responsible for submitting to the Chancellor plans regarding any changes in the status of an approved program. Such changes may include, but are not limited to, deactivation, reactivation, changes in delivery method, extensions, and alterations.

II. Guidelines for Placing an Academic Program on Inactive Status

- A. Academic programs, including degrees and certificates, may be placed on “inactive status” by an institution of The University of Alabama System. A campus should follow the steps below when it is necessary to place a program on “inactive status.”
 - 1. The President should notify the Chancellor in writing of the institution’s decision to place a program on inactive status.
 - 2. With the letter of notification, the following information should be submitted:
 - a) a statement summarizing the reason(s) the program is to be placed on inactive status;
 - b) a brief statement on the procedure for handling program completions for any students in the program;
 - c) a statement of any planning and assessment activities that will take place while the program is on inactive status; and
 - d) date inactive status will go into effect.
- B. After System Office review and approval, the institution’s plans to place the program on inactive status will be presented to the Board of Trustees as an information item.
- C. Notice to the Alabama Commission on Higher Education (ACHE) will be provided by the System’s Office of Academic and Student Affairs.
- D. Programs that remain on inactive status for a period of five years without being reactivated will automatically be discontinued.

III. Guidelines for Reactivating an Academic Program

- A. Academic programs, including degrees and certificates, may be placed on “inactive status” by an institution of The University of Alabama

System. A campus should follow the steps below when it is desirable to “reactivate” a program.

1. The President should notify the Chancellor in writing regarding the intended reactivation.
 2. With the letter of intent, the following information should be included:
 - a) a brief statement summarizing the reason(s) and date the program was placed on inactive status;
 - b) a statement indicating institutional and other conditions that have changed to warrant reactivation of the program;
 - c) a statement indicating the faculty and administrative review processes followed to consider the program for reactivation;
 - d) a statement on any programmatic improvements that would be implemented when the program is reactivated;
 - e) a copy of reports from consultants or outside reviewers, if either were used in the review process;
 - f) based on stated goals and objectives, a statement on the methods and timetable to be used to evaluate the effectiveness of the program; and
 - g) date of intended reactivation startup.
- B. After System Office review and approval, the institution’s plans to reactivate the program will be presented to the Board of Trustees as an information item.
- C. Notice to the Alabama Commission on Higher Education will be provided by the System’s Office of Academic and Student Affairs.

IV. Guidelines for Terminating an Academic Program

- A. The Chancellor should be notified in writing regarding the intended termination.
- B. After System Office review and approval, the institution’s plan to terminate the program will be presented to the Board of Trustees as an information item.
- C. Notice to the Alabama Commission on Higher Education will be provided by the System’s Office of Academic and Student Affairs.

(Adopted December 5, 1997, Revised May 7, 1999; November 14, 2008.)