

Northeastern University

Proposal for Suspension or Elimination of an Existing Program, Certificate, or Concentration *[name of degree program]*

Date

Prepared by:

Name, Role, Program, College of Professional Studies

Additional Review and Contributions by:

Name, Role, Program, College of Professional Studies

Name, Role, College/Department within Northeastern

Name, Role, etc of feedback received by industry professionals, practitioners, etc. external to NU

TABLE OF CONTENTS

1: SCOPE3

2: RATIONALE3

 2.1 CURRICULUR SUPPORT.....3

 2.2 CURRENT TRENDS & MARKET ANALYSIS.....3

 2.3 ENROLLMENT TRENDS3

3: OPERATIONAL PLANS & IMPACTS.....3

 3.1 TIMELINES3

 3.2 CURRICULULAR IMPACTS AND TEACH-OUT PLANS.....4

 3.3 STUDENT IMPACTS & COMMUNICATION PLAN4

 3.4 FACULTY IMPACTS.....4

 3.5 FISCAL IMPACTS.....5

4: CURRICULUM5

 4.1 CURRENT CURRICULUM PATH5

 4.2 COURSE DESCRIPTIONS & LEARNING OUTCOMES.....5

5: APPENDIX..... ERROR! BOOKMARK NOT DEFINED.

Template Suspension or Elimination of an Existing Program-Certificate-Concentration

1: Scope

Provide a brief description of the request to suspend or eliminate the program, cert, or concentration:

Definition of Suspension: *The purpose of suspension is to allow a unit to remedy problems within a program or to consider the program for elimination at a later date. If a program is in suspension, it means that the unit may no longer recruit or accept students into that specific program. Suspending admissions to a program and suspending a program are identical actions. Students already in the program must be allowed to complete the program within a reasonable period of time and the unit must make provisions to educate the students in a manner consistent with the curriculum in effect when the students entered the program.*

A program that has been suspended for five years shall be considered for elimination using the procedure described in the Graduate Council Bylaws.

Note: Reference Procedures for Program Suspension, Reinstatement, and Elimination within the 20-21 Graduate Council Bylaws for additional information regarding suspension and eliminations of program, certificates, or concentrations ([Link](#))

2: Rationale

2.1 Curricular Support

Provide curricular support for decision to suspend or eliminate, (i.e. changing market needs, new program development made obsolete, change in university strategic plans, etc.)

2.2 Current Trends & Market Analysis

Identify trends in the market that are driving or support the proposed suspension or elimination.

2.3 Enrollment Trends

Provide enrollment #s over past three-five years and explain relevance to the decision to suspend or eliminate the program, certificate, or concentration.

Enrollment Trends – [Program Name]

Year	2017	2018	2019	2020	2021
Enrollment	#	#	#	#	#

Provide short narrative of how enrollment #s will be made up via other programs/re-alignment.

3: Operational Plans & Impacts

Provide an impact analysis based on the proposed new curriculum. For any identified impact, provide a description of the planned actions to mitigate the impact.

Template Suspension or Elimination of an Existing Program-Certificate-Concentration

3.1 Timelines

Proposed implementation date [fall, winter, spring, summer + Year]

Provide timeline for admission to the program to be suspended and removed from the COLLEGE website and application.

- Upon approval for the program deactivation, the admissions and marketing teams will be notified, so they can remove the program from the website and application...

3.2 Curricular Impacts and Teach-out Plans

Consult with program leadership to identify any courses that are not currently required for degree/certificate programs but will remain in the catalog and used as elective course options as a result of the proposed suspension or elimination:

If the courses are also being deactivated, build a plan to teach-out over 1-2 years depending on where students currently are in the program.

If the courses are remaining in the catalog, provide this information and state advising will work with students to complete in a timely manner.

3.3 Student Impacts & Communication Plan

Consult with program leadership and academic advising to provide a description of any student impacts as a result of the proposed suspension or elimination.

Explain communication plan to current students, students in the enrollment funnel, and appropriate COLLEGE and university staff.

- Needs to include support from Admissions, Advising, Learner Services, Marketing, and Program Managers.
- For students in the admissions funnel, provide suggested new program options.
- How will cancellation of courses for students outside the program, certificate or concentration be affected?
- This section does not have to include the actual communications/emails/etc., but it needs to explain how you will work with these teams to ensure open communication and coordination between the appropriate offices.

Explain coordination between advising and the program managers to ensure the teach-out is followed and students are advised to follow it.

3.4 Faculty Impacts

Consult with program and COLLEGE leadership (e.g. Faculty Director, Area Dean, Human Resources, Finance team, etc.) to provide a description of any current faculty impacts as a result of the proposed changes.

- Will faculty that are currently teaching suspended or eliminated course be provided other courses to teach?

Template Suspension or Elimination of an Existing Program-Certificate-Concentration

3.5 Fiscal Impacts

Program Faculty Director/Faculty Lead to consult with COLLEGE Financial Leadership (M. Gladstone) to provide a description of any fiscal impacts as a result of the proposed suspension or elimination.

4: Curriculum

4.1 Current Curriculum Path

Time to completion and proposed sequence of courses

4.2 Courses Affected

List of all courses in the program (note if the course will be suspended or remain)

5: Conditions for Reinstatement

In the case of suspension, provide a statement of conditions necessary for reinstatement of the program, certificate, or concentration.