

<b>Title</b> Discontinued Majors/Minors/Certificates	<b>Policy No. 1.11</b>
<b>Category:</b> Programs and Curricula	<b>Effective: Fall 2004,</b> <b>Revision: Fall 2008; 2<sup>nd</sup></b> <b>Spring 2010; 3<sup>rd</sup> Fall 2017</b> <b>Last Reviewed: AY2017</b>

**Policy Statement:** A student has six years to complete a degree after a major/minor/certificate has been inactivated. Inactivation occurs when a program (major/minor or certificate) has been officially deleted and only those students currently or previously enrolled and eligible for the major/minor/certificate are allowed to complete within a six-year window. A student may not declare a major/minor/certificate that has been inactivated regardless of the student's catalog year. Students who have stopped out for two or more years may not be readmitted into a program that has been deleted. Exceptions to this policy may be considered on a case-by-case basis and require the approval of the Chief Academic Officer (Provost/Vice President for Academic Affairs). UCO will make a reasonable attempt and use available contact information to notify students when a degree program is scheduled to be deleted.

**Background:** This policy will not impact programs in which significant curriculum changes have occurred, but the major/minor/certificate remains.

**Purpose:** To clarify the major, minor, certificate discontinuation process.

**Implementation Date:** Fall 2004, Revised Spring 2010, Revised Fall 2017

#### **Related Procedures:**

Procedures for Notifying Students of a Program Discontinuation:

1. The Office of Academic Affairs will request approval from the Regional University System of Oklahoma (RUSO) and the Oklahoma State Regents for Higher Education (OSRHE) for respective discontinuations. Upon approval, the Office of Academic Affairs will notify the Office of Institutional Research and the Director of Academic Publications.
2. The Office of Institutional Research and the Office of the Registrar will inactivate the major/minor/certificate in the student information system (Banner). Current or new students may not declare an inactive major/minor/certificate.
3. The Director of Academic Publications will notify the respective areas (including the College Dean and Chair/School Director, the Associate Registrar – Graduation Services) of the discontinuation(s).
4. The Associate Registrar will notify the appropriate staff within Academic Advisement and Admission Offices, and, if appropriate, the Graduate College to prevent any student, even one with an earlier catalog year, from declaring a discontinued major/minor/certificate after the program discontinuation and phase out has been announced.
5. The Graduate College will notify the appropriate program advisor.

6. Academic Department Chairpersons/School Directors will:
- a. Prepare an announcement to be read by the faculty in the affected classes of the program being discontinued.
  - b. Prepare and mail (electronically or through regular mail service) notification to all enrolled students in the affected major/minor/certificate of its discontinuance and the six year deadline to complete the program. It will be important to identify the semester/year of the last course offering and final semester/year for graduation in that program.
  - c. Search the student information system (Banner) and prepare a list of non enrolled students with declared majors/minors/certificates of the discontinued program whose catalog rights have not expired at UCO (two years). Depending on the size of the list, the chairperson/school director will determine how to best inform students. *(NOTE: It is strongly recommended the Department Chairpersons/School Directors work closely with the Academic Advisors in identifying and informing all appropriate parties concerning any discontinued major code/minor/certificate.)*

**Coordinating Offices:** Department Chairs/School Directors

**Point-of-Contact for Academic Affairs:** Associate Vice President/Registrar

**Policy revision approved by the Provost/Vice President for Academic Affairs on December 13, 2017.**

**Policy revision approved by the Provost/Vice President for Academic Affairs on April 8, 2010.**

**Policy revision approved by the Provost/Vice President for Academic Affairs on November 24, 2008.**

**Policy approved by the Vice President for Academic Affairs on January 23, 2004.**