

<b>Title</b> Discontinued Majors/Minors/Certificates	<b>Policy No. 1.11</b>
<b>Category:</b> Programs and Curricula	<b>Effective: Fall 2004, Revised Spring 2010</b>

**Policy Statement:** A student has three 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 three-year window. A student may not declare a major/minor/certificate that has been inactivated regardless of the student's catalog year.

**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

**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 respective discontinuations. Upon approval, the Office of Academic Affairs will notify the Office of Institutional Research and the Director of Academic Publications.
2. Office of Institutional Research and Planning will inactivate the major/minor/certificate in the student information system (Banner) so it cannot be declared by future students.
3. The Director of Academic Publications will notify the respective areas (including the College Dean and Chair, the Associate Registrar – Degree Certification) 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 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 three 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 who have not been enrolled at UCO within two years. Depending on the size of the list, the chairperson will determine how to best inform students. *(NOTE: It is strongly recommended the Department Chairpersons work closely with the Academic Advisors in identifying and informing all appropriate parties concerning any discontinued major code/minor/certificate.)*

**Coordinating Offices:** Department chairs

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

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

**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.**

**Key Words: Discontinued Majors, Inactivated Major Code, Discontinued Minors, Inactivated Minor Code, Discontinued Certificates, Inactivated Certificate Code**