

PROGRAM CLOSURE, SUSPENSION, AND TEMPORARY PAUSES OF ADMISSION

PURPOSE

This guide establishes a consistent, institution-wide process for managing requests to close a program, suspend admissions, or temporarily pause admissions for a program, concentration, modality, or location. It ensures that the appropriate institutional leaders are informed and involved at every stage.



IMPORTANT: Read Before You Begin

These actions have significant implications for students, faculty, staff, and accreditation.

All requests, including those intended to be temporary, must follow the full process to ensure consistent handling, proper institutional awareness, and compliance with SACSCOC requirements.

Action Type	Definition
Program Closure	Permanent discontinuation of a degree, certificate, modality, concentration, or other academic program. Existing students are able to complete the program.
Suspension	Ceasing to admit new students to a degree, certificate, modality, concentration, location, or other academic program for more than 1 but up to 5 years. Existing students are able to complete the program.
Temporary Pause of Admission	A time-limited halt to new admissions with the intent to resume within 1 year. Includes pauses to degree, certificate, concentration, modality, or location. Existing students are able to complete the program.

PROCESS:

STEP
1

Notify College Leadership

College leadership must be aware of and aligned with the decision before any further steps are taken

Questions?

Contact OSPIE at Ospie@UKY.edu

- Associate Dean, or appropriate delegate, must ensure that the Dean and any other relevant college leadership (e.g., Department Chair) are informed of the intent to close, suspend, or pause admissions.
- This conversation should occur before any communication to students, staff, faculty, or external partners and before any changes to websites on which the program is described.

Note: This step is not optional for temporary pauses. Even short-term actions require awareness to ensure institutional consistency.

STEP 2

Develop and Submit a Teach-Out Plan to OSPIE

Before any internal routing, a Teach-Out Plan must be submitted to the Office of Strategic Planning and Institutional Effectiveness (OSPIE) for review.

- The Associate Dean (or delegate) prepares a [Teach-Out Plan](#) that addresses the following:
 - A clear description of the action being taken (closure, suspension, or temporary pause) and the scope (program, concentration, modality, or location)
 - The rationale and anticipated timelines for the action
 - A plan to communicate the decision to all current and future students, including how current students and students with recent lapsed enrollment will be supported in completing their degree or credential
 - A plan for communicating to faculty and staff who are affected
 - Identification and communication plan of any community partners who may need to be notified (e.g., clinical partners, employer partners, advisory board members)
 - An explanation of any cost associated with the change
- OSPIE will review the plan for completeness, compliance, and alignment with SACSCOC substantive change requirements and communicate approval or request revisions

Note: Do not proceed to Step 3 until OSPIE has reviewed and approved the Teach-Out Plan.

STEP 3

Submit Teach-Out Plan to Curriculum for Internal Review and Approval

Once OSPIE has returned the Teach-Out Plan, it is submitted through Curriculum (formerly known as Curriculog) for the formal institutional review and approval process.

- The Associated Dean, or delegate, submits the OSPIE-approved Teach-Out Plan into Curriculum using the appropriate proposal form
- The submission will be routed through standard institutional review workflow, which may include review by the Academic Councils, Faculty Senate, and BOT depending on the nature of the action.

Questions?

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- Enrollment Management, the web team, and Slate administrators will be engaged as part of the workflow, not before. All operational updates will be coordinated through this process.

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