

# Modifications to Existing Degree Programs

**Report due to IHL:** *As needed by institution* (See 2024-25 deadlines)

**Templates:** 1. Modification to Existing Degree Program Proposal (Appendix 9ab)

2. Suspend or Delete an Existing Academic Degree Program (Appendix 9c)

**File Types to Submit to IHL:** PDF format with signatures

**Corresponding Board Policies:** 503, 504, and 505

Modifications to existing degree program requests are considered by the Board of Trustees at seven (7) Board meetings: February, April, May, June, August, October, and November. This type of request includes any renaming, consolidation, suspension, or deletion of a degree program. (Changes to Classification of Instructional Programs (CIP) codes require no formal action by the Board of Trustees but rather require the approval of the Associate Commissioner of Academic and Student Affairs.)

**It is expected that all *renaming* of existing degree programs:**

- Will be consistent with the role and mission of the institution;
- Will be consistent with the curriculum of the present program; and
- Will not be unnecessarily duplicative of other programs within the System.

**It is expected that all *consolidations* of existing degree programs:**

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
- Will be considered only when professional accreditation will be sought for this program (if available);
- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program unless it meets the standard for exception;
- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
- Will meet local, state, regional, and national educational, societal, or cultural needs;
- Will not be unnecessarily duplicative of other programs within the System; and
- Will include procedures for program effectiveness.

**It is expected that all *suspensions* of existing degree programs:**

- Will be consistent with the role and mission of the institution; and
- Will affect a minimum number of students and faculty.

NOTE: The suspension of a program means that the program remains an authorized program at the institution, but new students are not permitted to enroll. A program may be suspended, without obtaining Board approval, for a period not to exceed three academic years and may subsequently be reinstated by the institution within that period. However, OASA must be advised of such actions. If the program has not been reactivated by the end of the third academic year, the program will be deleted from the Academic Program Inventory.

**It is expected that all *deletions* of existing degree programs:**

- Will be consistent with the role and mission of the institution; and
- Will affect a minimum number of students, faculty, and staff.

## ***Process***

1. A university requesting modifications to an existing degree program shall submit an electronic, signed PDF copy of the ***Modifications to an Existing Degree Program Proposal*** for renaming, consolidating, or offering at a new location OR a signed PDF copy of ***Suspend or Delete an Existing Academic Degree Program*** to the OASA two months prior to the Board meeting at which action is expected.
2. Request for modifications to an existing degree program will be evaluated by OASA during the two months prior to the Board meeting at which action is expected and placed on the agenda of the Chief Academic Officers' Council meeting one month prior to the Board meeting at which action is expected.
3. If the Associate Commissioner of Academic and Student Affairs renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Consent Agenda. As with any consent item, any IHL Board member can request that the item be moved to the Regular Agenda for full consideration.