Request to

Suspend Admissions to an Academic Degree Program

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[PROPOSING CLU(S)]

[PROPOSING SCHOOL(S)]

[PROPOSING DEPARTMENT(S)]

[DATE]

The evolution of academic programs at Rutgers is critical to the university and the needs of students, faculty, and the citizens of the State of New Jersey. University Academic Affairs supports this through a university-wide *Academic Program Approval Process* ensuring appropriate input, accountability, and decision-making at multiple levels to promote:

* Academic excellence;
* Optimal impact on the Rutgers’ community and broader statewide citizenry;
* Alignment with strategic academic priorities;
* Commitment to educational access, diversity, equity, and inclusion; and
* Effective and strategic use of university resources.

**Request Form to**

**Suspend Admissions to an Academic Degree Program**

Suspending admissions to an academic degree programrequires initial approval from the requesting academic unit’s Faculty, Department Chair, Dean, and Chancellor/Provost. Following these approvals, requests to suspend admissions to academic degree programs are submitted to the Executive Vice President for Academic Affairs for final review and approval. If it becomes a situation where both the admissions and the operations of a program are to be suspended, then formal “Discontinuance of a Program” requires additional steps and approvals. If the program has specialized accreditation, then any reporting or other requirements of the accreditor must be met.

Units seeking to suspend admissions to an academic degree program should provide complete responses to the items in **bold text** below and submit the information to the Office of Academic Planning (academicplanning@oq.rutgers.edu). Please contact the Office of Academic Planning if you have any questions.

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| **Chancellor-Led Unit (CLU)** | Enter the name of the sponsoring CLU(s) – Camden, Newark, New Brunswick, and/or Rutgers Biomedical and Health Sciences. |
| **School/College** | Enter the name of the sponsoring school(s) or college(s). |
| **Department** | Enter the name of the sponsoring department(s), if applicable. |
| **Program Title** | Enter the title of the program for which suspension of admissions is being requested. |
| **Degree Designation** | Enter the designation of the degree program, such as Bachelor of Arts or Doctor of Philosophy. |
| **Current CIP Code** | Enter the current six-digit CIP Code for the degree program. |
| **Proposed Effective Term of Change** | Enter the proposed semester and year in which admissions suspension will become effective. |
| **Primary Contact (Name)** | Enter the name of the primary contact in the proposing unit(s) responsible for coordinating requested change. |
| **Primary Contact (E-mail)** | Enter the e-mail address of the primary contact in the proposing unit(s) responsible for coordinating requested change. |
| **Primary Contact (Telephone)** | Enter the telephone number of the primary contact in the proposing unit(s) responsible for coordinating requested change. |
| **Date of Submission** | Enter the date you are submitting this request. |

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| 1. **Objective**   Please choose one of the following objectives for suspending admissions to this academic program.  The objective is to suspend admissions to the program temporarily. This would amount to  placing the program on hiatus for a period of time with plans for possible reactivation in the  future.  The objective is to suspend admissions to the program with the intent of terminating the  program upon completion of the proposed teach-out plan. Reactivation of the program is not  possible in this instance. |

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| 1. **Rationale**   Please provide the rationale for suspending admissions to the academic degree program. If this request is the result of an academic unit review or continuous improvement plan, please provide a brief explanation about that course of action. |
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| 1. **Program History/Offering**   Please indicate how long the program has been active (to the best of your knowledge). |
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| 1. **Current Enrollment**   Please indicate the current number of students enrolled in the degree program in which suspension of admissions is being proposed. In addition, please indicate the number of students that have been admitted to the program but not yet enrolled. |
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| 1. **Impact on currently enrolled students**   Please indicate the potential impact on currently enrolled students. |
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| 1. **Teach-Out Plan**   Please provide an overview of the teach-out plan, including a timeline, that explains how students currently enrolled in the program will be supported through the completion of their degree. The plan should consider the needs of currently enrolled, prospective, and stopped-out students. |
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| 1. **Effect on other programs**   Explain how suspending admissions to the degree program will affect other programs. (Examples include but are not limited to dual-degree programs, programs that share courses, etc.) |
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| 1. **Contributions of program**   Please indicate whether this program is central to the mission of the University, makes major contributions to scholarship in the field, or provides contributions in service at the University, local, state, or national level. |
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| 1. **Partnerships/ Transfer Agreements**   List any current partnerships or transfer agreements (internal or external) and explain how suspending admissions to the degree program will impact these agreements. |
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| 1. **Faculty, Staff, and Resources**   What is the potential impact upon current faculty and academic staff working in this degree program? Indicate how or if resources will be reallocated upon suspension of admissions to the academic degree program. |
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| 1. **Specialized Accreditation**   Does the program for which suspension of admissions is being requested have specialized accreditation? If so, please indicate how the requirements of the accreditor have been or will be met. |
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**Signatures of Approval Date**

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Department Chair

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Dean

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Chancellor/Provost

There may be cases where mitigating circumstances require additional or alternate approvals. For questions, contact [academicplanning@oq.rutgers.edu](mailto:academicplanning@oq.rutgers.edu).