

**Overview of changes:**

1. In Section 5.4.1 there is currently language in the EPPM that reads “Undergraduate programs may be limited through certification criteria (see policy on certification [under revision]).” The proposed changes in this document include language that removes reference to “certification”, a term that has been replaced with “admission to major” in Academic Regulation #53.
2. In Section 5.4.7 in the Related Policies Section is the following language: “WSU Faculty Senate, Statement of Institutional Responsibility to Current Students When an Academic Program or Degree is Discontinued (3/31/83, 1996; under revision, 2017).” This refers to Section 5.4.8 in the EPPM which is updated in this proposed revision to match what is in the 2021-22 WSU Catalog.
3. Section 5.4.8 is updated to reflect the language currently used in Academic Regulation #145 in the 2021-22 WSU Catalog.

**New/Revised Text:**

5.1 [NO CHANGES]

5.2 [NO CHANGES]

5.3 [NO CHANGES]

5.4 Policy for moratorium, suspension or discontinuation of academic programs and certificate programs requiring 30 or more credits

5.4.1 Overview

This policy allows departments to propose a moratorium or suspension of a graduate-level academic degree program, or undergraduate, professional, or graduate certificates requiring 30 or more credits (see policy on certificates), or to discontinue any academic degree program or certificate on a permanent basis. A moratorium or suspension must be specific to the campus location(s) officially approved to offer the degree. Typically, undergraduate and professional degree programs are not placed in a moratorium or suspension status. ~~Undergraduate programs may be limited through certification criteria (see policy on certification [under revision]).~~ **Undergraduate programs may be limited through admission policies (see Academic Regulation #53 and #54; also EPPM Section 12.2).**

5.4.2-5.4.6 [NO CHANGES]

#### 5.4.7 Responsibilities

The dean of the college in which the graduate program or certificate resides should discuss the moratorium or suspension, along with potential impacts to the program and its students, with the dean of the graduate school before submitting a moratorium or suspension of a degree program form to the provost. Appropriate campus administrators impacted by the action will be notified. Once the form is reviewed by all appropriate parties and submitted to the provost's office, the provost will notify the program director/chair, campus administrators, college dean, and dean of the graduate school of the moratorium or suspension decision. If the request is approved, the provost's office will also notify the Faculty Senate along with the dean of the graduate school for graduate programs/certificates. If there is no request to reactivate a program already in moratorium status, the provost's office will automatically put that program into suspension status for up to 5 years, and will notify the program, campus, college, graduate school and Faculty Senate. The program will be required to complete paperwork for submission to the Northwest Commission on Colleges and Universities.

Before the end of the moratorium or suspension period, the dean of the college should submit a moratorium or suspension of a graduate degree program form to the provost for reinstatement to active status or take action to close the suspended program. The provost will notify the program, college, campus, graduate school and Faculty Senate if the program is reinstated. If the academic unit decides to discontinue the program or certificate, the dean of the college should submit a proposal to discontinue a degree program to the provost's office in accordance with the Faculty Senate memorandum of understanding (2014) and the provisions of the Faculty Manual.

The provost's office will notify all appropriate offices and external agencies if a closure is approved. It is the responsibility of each academic unit to notify the affected students appropriately and to ensure the timely offering of essential courses in the program/certificate so current students can complete their requirements, per NWCCU's teach-out policy and in accordance with the statement of institutional responsibility to current students when an academic program or degree is discontinued.

Faculty Senate ~~4/13/2017~~ 3/31/2022

Related policies:

WSU Faculty Senate, Statement of Institutional Responsibility to Current Students When an Academic Program or Degree is Discontinued (3/31/83, 1996; ~~under revision,~~ 2017).

Memorandum of Understanding (MOU) Between the Provost and the Faculty Senate Regarding the Creation, Consolidation, New Location, Renaming or Elimination of Degree Programs (2014, updated 2018).

WSU Faculty Manual 2016-17, section III.E.3.b, Discontinuation of a Program.

NWCCU, Substantive Change Policy (2017) and application form identify moratorium, suspension and discontinuation as reportable actions.

NWCCU, Standard 2.D.4: in the event of program elimination or significant change in requirements, the institution makes appropriate arrangements to ensure that students enrolled in the program have an opportunity to complete their program in a timely manner with a minimum of disruption.

NWCCU, Policy on Teach-Out Plans and Teach-Out Agreements (2013).

#### 5.4.8 Statement of institutional responsibility to current students when an academic program or degree is discontinued

Undergraduate students who have been admitted to the major, graduate students accepted to degree candidacy, and matriculated professional students can expect that a degree will be granted if they are currently enrolled and meet all requirements as listed in Academic Regulations 110-118. However, because of serious reductions in financial support, loss of faculty, or for other significant reasons, the university may find it necessary to discontinue a degree.

When an undergraduate or professional degree is discontinued, further ~~certification in the degree program~~ **admission to the major** will cease with the effective date of the degree's discontinuation. Further matriculation will cease for professional programs with the effective date of the professional degree's discontinuation. For graduate degree programs, admissions will be suspended with the filing for discontinuation, and terminated with the effective date of the discontinuation. Every effort will be made to allow currently enrolled and continuously enrolled students as defined above to complete their degrees ~~within a reasonable period of time typically no longer than four years.~~ **but from Academic Regulation 111 students will only have eight years to complete any degree, major, minor, or other academic award that has been discontinued, following the last inclusion in the WSU catalog.**

~~Academic program leadership of the college and campus has the obligation to provide for individual needs of these students, e.g.,~~

~~1. Students may be encouraged to complete their requirements in similar or related degree programs;~~

~~2. Although general education requirements (UCORE) and the minimum total hours for the degree may not be waived, the student's major department/program may waive or substitute departmental degree requirements (approval of the graduate school required for graduate students);~~

~~3. Undergraduate and professional students may be allowed to complete remaining requirements at another institution under Academic Regulation 114(d)4.~~

~~4. Graduate students may be allowed to take courses or conduct research at another institution when approved by the student's graduate committee and the graduate school. In all cases, all financial obligations are the responsibility of the individual student involved, except as otherwise noted in the Washington State University Catalog or the Graduate Studies Policies and Procedures Manual.~~

**Academic leadership of the college and campus has the obligation to provide for individual needs of currently enrolled students so that they may complete their degrees within a reasonable time period, typically no longer than four years. Possible options include the following:**

**1. Departments and programs may waive or substitute departmental degree requirements in order to award a degree (approval of the graduate school is required for graduate students) when accreditation or licensure allows;**

**2. The Provost's Office may substitute or waive university-level undergraduate graduation requirements by petition;**

**3. When necessary, students may be advised to complete their requirements in similar or related degree programs;**

**4. Undergraduate and professional students may be allowed to complete remaining requirements at another institution; and**

**5. Graduate students may be allowed to take courses or conduct research at another institution when approved by the student's graduate committee and the graduate school.**

**In all cases, all financial obligations are the responsibility of the individual student involved, except as otherwise noted in the Washington State University Catalog or the Graduate Studies Policies and Procedures Manual.**

**Students having questions or concerns about degree programs that have been discontinued should contact the college dean or campus chancellor. The Provost's Office and University Ombudsman are also available at any stage for advice or assistance**

Faculty Senate 3/31/83; 1996; 2017; **2022**

**Related policies:**

NWCCU, Teach-Out Plans and Teach-Out Agreements Policy (2017)

Degree Changes Manual, Discontinuation of a Degree Program

Memorandum of Understanding (MOU) Between the Provost and the Faculty Senate Regarding the Creation, Consolidation, New Location, Renaming or Elimination of Degree Programs (2014, updated 2018).

WSU Executive Policy 29: Policies, Responsibilities, and Authorities for the Operation of Multi-Campus Academic Programs

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The provost's office will notify all appropriate offices and external agencies if a closure is approved. It is the responsibility of each academic unit to notify the affected students appropriately and to ensure the timely offering of essential courses in the program/certificate so current students can complete their requirements, per NWCCU's teach-out policy and in accordance with the statement of institutional responsibility to current students when an academic program or degree is discontinued.

Faculty Senate 3/31/2022

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2. The Provost's Office may substitute or waive university-level undergraduate graduation requirements by petition;
3. When necessary, students may be advised to complete their requirements in similar or related degree programs;
4. Undergraduate and professional students may be allowed to complete remaining requirements at another institution; and
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