

Proposal to Deactivate and/or Discontinue a Program

Form 5

Version 2014-11-17

To propose to deactivate and/or discontinue a registered academic program, a campus Chief Executive or Chief Academic Officer must submit a **signed a cover letter and this completed form** to the SUNY Provost at program.review@suny.edu. This form may be modified as needed for multiple programs.

Section 1. General Information							
a) Institutional Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px 5px;">6-digit SED Code:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px 5px;">Program:</td> <td style="border-bottom: 1px solid black;">SUNY Binghamton</td> </tr> <tr> <td style="padding: 2px 5px;">Address:</td> <td style="border-bottom: 1px solid black;"><i>Vestal Parkway East, Binghamton, NY 13902</i></td> </tr> </table>	6-digit SED Code :		Program:	SUNY Binghamton	Address:	<i>Vestal Parkway East, Binghamton, NY 13902</i>
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Address:	<i>Vestal Parkway East, Binghamton, NY 13902</i>						
b) Campus Contact	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px 5px;">Name and title: Andover Tarhule, Vice Provost and Dean of the Graduate School</td> </tr> <tr> <td style="padding: 2px 5px;">Telephone: 607-777-2070</td> <td style="padding: 2px 5px;">E-mail: atarhule@binghamton.edu</td> </tr> </table>	Name and title: Andover Tarhule, Vice Provost and Dean of the Graduate School		Telephone: 607-777-2070	E-mail: atarhule@binghamton.edu		
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Telephone: 607-777-2070	E-mail: atarhule@binghamton.edu						
c) Chief Executive or Chief Administrative Officer Approval	<p style="margin: 0;">Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</p> <p style="margin: 0;">Name and title:</p> <p style="margin: 0;">Signature and date:</p> <div style="background-color: #d9e1f2; padding: 2px 5px; margin: 5px 0;"> <p style="margin: 0;">For programs that are registered jointly with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.</p> </div> <p style="margin: 0;">Program and 6-digit SED Code:</p> <p style="margin: 0;">Program, campus, and 6-digit SED Code (attach a signed letter indicating approval of this proposal):</p>						

General Notes

1. Each deactivation and discontinuance must be approved by the SUNY Provost.
2. If a proposed discontinued program is the sole program in a [HEGIS disciplinary area](#) at a campus, discontinuance [requires approval of the SUNY Board of Trustees](#), but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

Definitions

Deactivation: A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program or allow.

