

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%; border-bottom: 1px solid black; padding: 2px 5px;">-digit SED Code:</td> <td style="border-bottom: 1px solid black; padding: 2px 5px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px 5px;">Address:</td> <td style="border-bottom: 1px solid black; padding: 2px 5px;">SUNY Binghamton <i>Vestal Parkway East, Binghamton, NY 13902</i></td> </tr> </table>	-digit SED Code :		Address:	SUNY Binghamton <i>Vestal Parkway East, Binghamton, NY 13902</i>
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Address:	SUNY Binghamton <i>Vestal Parkway East, Binghamton, NY 13902</i>				
b) Campus Contact	<p>Name and title: Andover Tarhule, Vice Provost and Dean of the Graduate School</p> <p>Telephone: 607-777-2070 E-mail: atarhule@binghamton.edu</p>				
c) Chief Executive or Chief Administrative Officer Approval	<p>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</p> <p>Name and title:</p> <p>Signature and date:</p> <div style="background-color: #d9e1f2; padding: 5px; border: 1px solid black;"> <p>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="text-align: center;">and 6-digit SED Code:</p> <p style="text-align: right;">append 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 registration. This may be done to reassess the need for the program or restructure the program or alloy.ETBT/F 2.839 Tm0 g[ynnnr

Please complete Parts I, II and III.

Part I. REQUEST

Specify the request for approval by checking (X) the appropriate box(es).

- Deactivate a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II. The institution will contact the SUNY Provost at program.review@suny.edu within three years of the deactivation effective date to officially discontinue or reactivate the program.

- Deactivate and Discontinue a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II, and all continuing students will have completed the program by the later discontinuance effective date entered in the table in Part II. *NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date in the table in Part II, the campus will contact the SUNY Provost at program.review@suny.edu to revise the discontinuance effective date.*

- Discontinue a program:** The institution is prepared to discontinue the program on the discontinuance effective date entered in the table in Part II, at which time there will be no students enrolled in the program.

Part II. PROGRAM LIST

Complete the table below, expanding it as needed for more programs.

PROGRAM 9 Tf1 01 82849715 T