Guidelines for Placing an Academic Program in Abeyance
Updated January 2024

There are circumstances under which a school or college might seek to place a program in abeyance (temporarily suspend admission) providing a defined period during which students are not admitted to the program. Such conditions include, but are not limited to, desire to review and revise or terminate the program, low enrollment, insufficient program faculty, or lack of alignment with school/college's current mission or strategic priorities.

Such decisions require approval as it is important and necessary to ensure currently enrolled students are able to complete all program requirements in a timely manner and that all publications and systems are properly updated to reflect that a program is not currently admitting students.

Board of Trustees policy 02.60.01 outlines the policies and procedures for establishing, restructuring and terminating academic programs. The Board delegates to the president or his/her designee the authority to make and approve "all other academic program actions" along with the authority to develop the administrative procedures for preparing materials related to such actions.

A program can be placed in abeyance for up to three years. Abeyance should begin with a fall term and can end in a spring term (e.g., begin abeyance for fall 2023 semester and conclude spring 2026 with admission for fall 2026). Schools and colleges must take steps to terminate a program or resume admission by the published abeyance end date. Schools and colleges can seek a one-time exception for an additional year of abeyance by submitting a plan for resuming the program. This plan must be submitted via the CIM system (see below) before the original abeyance end term.

Note: *Programs placed in abeyance will appear in the respective undergraduate and graduate/professional bulletins and be searchable via the university's academic programs search feature. The program listing will note that the program is not admitting students and will indicate the earliest possible admit date based on the requested, defined period of abeyance.*

Schools and colleges must adhere to the following guidelines when seeking approval to place a program in abeyance.

1. The Dean's designee submits a program abeyance request, including a detailed memo with rationale, via the CIM system. See below for details.

    The memo needs to include the following information:
    a. Program name and degree (e.g., Bachelor of Arts in PROGRAM NAME)
    b. Rationale for the decision
    c. Number of currently enrolled students
    d. Plan for "teaching out" remaining students, including students admitted in the most recent admission cycle
    e. Length of time for the abeyance (up to 3 years)
        i. Start term (first term for which the program will NOT admit students[1])
        ii. Concluding term (last term for which the program will not admit students)

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[1] Note: A program cannot be put in abeyance if currently admitting students. The abeyance would begin for a future academic year / application cycle.

   f. Steps the school/college will be taking during the period of abeyance to review the program and determine future actions.
2. The Provost's Office will review and, if approved, will forward to the President with recommendation to report the decision at the next meeting of the Academic Affairs and Student Success and Diversity Committee (AASSD) of the Board of Trustees.
3. Once the Board is notified, the program will be placed in abeyance for the agreed upon and approved term (fall or spring).
4. The program will be removed from any future admissions applications and the abeyance will be noted in all necessary and required publications and systems.

During the abeyance, if the school/college decides to revise (change of array or restructure) or terminate the program, the action must be submitted as a program proposal in the CIM system with an effective date no later than the term immediately following the concluding term of the abeyance.

Refer to the academic programs section of the [Academic Affairs, Assessment and Institutional Research website](https://provost.temple.edu/aaair/academic-programs) (https://provost.temple.edu/aaair/academic-programs) for submission deadlines for academic program items for the Board of Trustees.

To place a program in abeyance via CIM:

- Log into https://nextbulletin.temple.edu/programadmin/ and search for the program, then click the *Edit Program* button.
- Select the effective catalog year and the semester start of the abeyance (corresponding to the start term in the memo).
- In the *Brief Description* field, specify that "This program is not accepting applications for the XX-XX academic year".
- In the *Executive Summary* field, enter "See attached memo".
- At the bottom of the form, select Attach Documents, and upload the Dean's memo.
- Click the *Start Workflow* button to submit the proposal through the workflow.
- Once approved in the workflow, the Provost's Office approves and the Board is notified, the information provided in the CIM proposal and dean's memo will be used to update the Bulletin and Banner.

The Provost's Office will alert the school/college of the approaching end date of a program in abeyance so an appropriate action can be taken.

To request a one-time, additional year of abeyance via CIM:

Follow the instructions above. This proposal must be submitted before the original abeyance end term. The semester start of the abeyance extension will be the semester immediately following the original abeyance end term. In the Brief Description and Executive Summary fields, specify the reason for requesting one additional year and outline the plan for resuming the program. Please feel free to attach any supporting documentation.