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| Program Suspension or Closure Request Form This form should be submitted along with a Category II curriculum modification proposal to suspend or close a program. Review the [Curriculum Modifications webpage](https://www.ohsu.edu/education/new-academic-programs-and-curriculum-modifications) for the deadlines by which proposals need to be submitted to the Office of the Provost for the proposed academic year and term of implementation. | C:\Users\teske\Desktop\OHSU-4C-POS.jpg |

## Program Information

|  |  |
| --- | --- |
| School/College: |  |
| Degree(s): | Major: |
| Contact’s Name:  | Contact’s Email:  |

## Proposed Change and Timeline

Indicate below if the request is to suspend or close the program and provide the planned dates for either the suspension or closure.

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| --- | --- |
| [ ]  Suspension  | [ ]  Closure |
| Proposed Date for Suspending Admissions: Proposed Date for Ending the Suspension:   | Proposed Closure Date:  |

## Proposal

#### Provide a response below each of the following prompts and question:

1. **Provide a detailed description of the rationale for the request.**
2. **How will this change be communicated to students and faculty?**
3. **If the program will be closed, provide a description of the proposed teach-out plan of the existing curriculum that includes information about the needed actions and resources to complete this transition.**

### Authorization

All requests must include the signature of the program director and applicable associate dean. By signing this form, you confirm your request to suspend admissions into or close the academic program.

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| Program Director Signature | Date |
|  |  |
| Associate Dean Signature\* | Date |

\*Following the Associate Dean’s signature, the Office of the Dean will submit this form along with a Category II curriculum modification proposal as verification of school-level approval to the Office of the Provost-Academic Affairs (ModifyCurriculum@ohsu.edu) to initiate the university-level administrative review process.

Form updated: 6-11-24