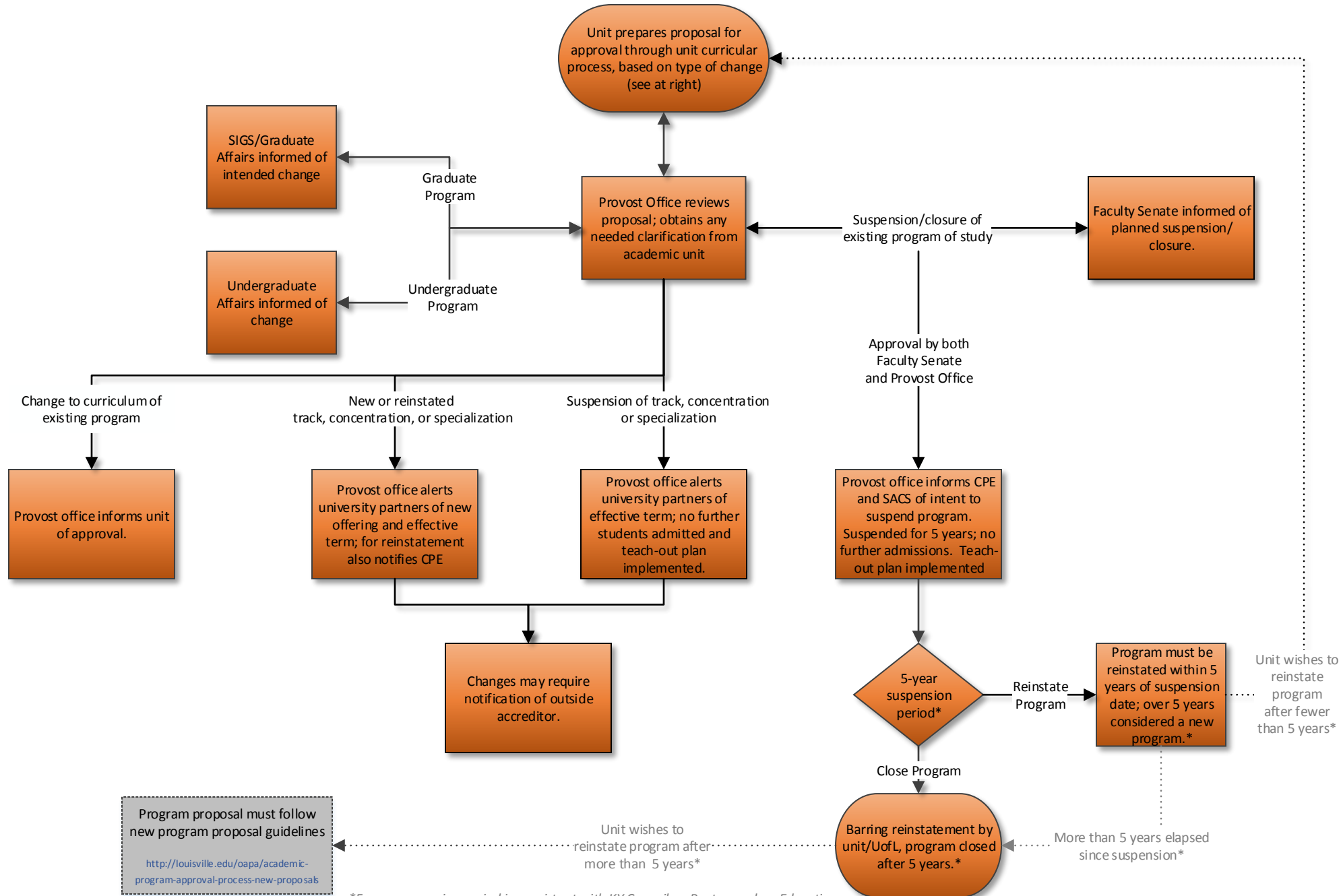


# University of Louisville Changes to Existing Programs

**New Options – Tracks, Concentrations, or Specializations; Curriculum Changes to Existing Programs; Suspensions/Closures; and Reinstatements**

Guidelines and instructions can be found at: <http://louisville.edu/oapa/curriculum-and-course-development>



**Proposal Format:**  
**Establishment of a New Option in Existing Degree Area or Changes to Options in an Existing Degree Area**

1. Provide a brief rationale for the new degree option – track, concentration, specialization or minor. Discuss the impact of adding the new degree option on the following:
  - a. Faculty – employment, workloads, etc.
  - b. Student Enrollment
  - c. Financial Resources (support needed for new option)
  - d. Other University Programs or units
2. Provide a copy of the curriculum of the proposed new degree option and a copy of the existing degree option(s) in the same area. Discuss key differences between the new option and the existing option(s).
3. Provide proposed effective date (first term available)

**Proposal Format**  
**Suspension/Closure of Programs**

1. Provide a brief rationale for the suspension/closure of the program. Academic programs are suspended prior to closure to allow a teach-out period for all students currently enrolled in the program (see 4, below). Discuss the impact of the suspension/elimination of the program on the following:
  - a. Faculty – employment, workloads, etc.
  - b. Student Enrollment
  - c. Financial Resources
  - d. Other University Programs
2. Discuss how the suspension/elimination fits with the University’s mission, strategic plan, and goals. For negative effects, please discuss what will be done to lessen the impact.
3. Provide effective date for program closure
4. Describe any teach-out arrangements for students in the program after the effective date of suspension.

**Proposal Format**  
**Reinstatement of Programs (within 5-year suspension period)\***

1. Provide a brief rationale for the reinstatement of the program, include an explanation for why the program originally was suspended. Discuss the impact of the reinstatement of the program on the following:
  - a. Faculty – employment, workloads, etc.
  - b. Student Enrollment
  - c. Financial Resources
  - d. Other University Programs or Units
2. Please provide a copy of the proposed curriculum of the reinstated program and a copy of the curriculum at the time of suspension. Provide a brief rationale for the program proposed for reinstatement and discuss any differences between the proposed program and the program at the time of suspension.
3. Discuss the impact of the reinstatement on the University’s mission, strategic plan, and its goals.
4. Provide the effective date for the reinstatement.

\*5-year suspension period is consistent with KY Council on Postsecondary Education (CPE) guidelines.