

JMU Graduate School Program, Concentration and Certificate Program Sunsetting Policy & Procedures
DRAFT 11-5-19

Rationale

To present accurate information to SCHEV, prospective students, and the public, graduate degree programs, concentrations and certificates listed in JMU's graduate catalog must accurately reflect opportunities that are actually available. It is sometimes necessary to not accept applications during a particular year, and The Graduate School will permit temporary suspension of applications. However, when applications are not accepted for many years, JMU is not offering this opportunity and the program should be removed from the graduate catalog. The following policy and procedures provide guidance and simple processes for regularly examining programs not accepting applications and for discontinuing programs that are no longer being offered.

Policy

Degree programs, concentrations and certificates that do not accept admission applications for 6 or more years must be formally discontinued and removed from the graduate catalog. An exception to this policy can be made at the request of the program's Academic Unit Head, with the approval of the Academic Dean, the Graduate Dean, and the Vice Provost for Faculty and Curriculum.

Procedures

Each October, The Graduate School will prepare and send to the appropriate AUH's and Academic Deans a list of degree programs, concentrations and certificates that are not accepting applications. This list will include the last academic year the program accepted applications and the number of students still enrolled.

Annually, academic units that offer academic programs that have not accepted applications for several years will be encouraged to use Curriculog to discontinue opportunities that are no longer available. Academic units that have not been accepting applications for six or more years will be required to complete a brief form in Curriculog that will either request that the opportunity be removed from the catalog or that it be continued for a specific stated reason. This form will originate from the AUH of the program (or their designee) and will be routed for approval to the College Dean, Graduate Council C&I Committee, and the Vice Provost for Faculty and Curriculum.

The form in Curriculog will request the following information:

- Name of degree program, concentration or certificate program under consideration.
- Date program last accepted applications and number of students currently enrolled (from the Graduate School report).
- One of the following:
 - Request to discontinue the academic offering, a brief rationale, and a teach-out plan for enrolled students to complete the program (if any are currently enrolled).
 - Request to continue the academic offering with rationale including the intended date new applicants will be considered.

Policy Status

This policy was under review, and not yet in force, as of November 11, 2019.