

Proposal to Reactivate an Academic Program

The program reactivation process should be followed to restore a deactivated program to active status. Once reactivation has been approved, the program may begin accepting students and include information about the program on their website. If reactivation is approved prior to March 30, updated program information will appear in the next year's Catalogue; if approved after the catalogue deadline it can be included in the addendum published around June 30. Requests for reactivation should be submitted to the Associate Provost for Academic Affairs. They will be reviewed by the same process as substantial changes to existing programs, which includes a 15 day public comment period, review and approval by the Faculty Senate Curricular Affairs Committee, and a report shared with the Faculty Senate. If a request for reactivation is not approved by the CAC, the program may appeal to the Provost's Office. In the event that reactivation is not approved by the Provost's Office, a program can opt to request a continuation of deactivated status or initiate a termination process.

A proposal to reactivate an academic program must be initiated by the housing department/unit.

Reactivation with minimal curricular changes: In the case where reactivation request would restore a deactivated program with minimal changes to its curriculum, the reactivation request should be made by the department chair/program director in the form of a memo, accompanied by a support letter from the unit curriculum committee and dean. The request for reactivation memo should present the rationale for the request and a brief history of the program, including why it was deactivated. Any deficiencies, including resources, student demand, or program quality that prompted the deactivation must be fully addressed in the memo, including any changes that are prompting the reactivation request. The letter of support from the dean should indicate that there are sufficient and sustainable resources, including faculty, to support the program, as well as indicators of sufficient student demand to make the program viable. Any other deficiencies that were raised as part of the deactivation process should also be acknowledged as resolved by the dean's letter. The dean's letter must indicate the unit-level procedures followed in reviewing the proposal, and that the proposal has appropriate faculty approval.

Reactivation with substantial revision of the program curriculum: In many cases, the sponsoring unit may decide to reactivate a program with substantial changes to the curriculum, for example, by updating more than 40% of required coursework, or undertaking other significant restructuring of the curriculum. For information on what constitutes as substantial revision see the *Substantial Revisions to Existing Academic Programs: Approval Process and Definitions* document posted on the Faculty Senate Curricular Resources website (see [here](#)). Proposals for reactivation with substantial revisions should follow the format described in the *Proposal to Substantially Revise an Existing Academic Program* document also posted on the Curricular Resources webpage. In the case of reactivation with substantial revision, the sponsoring unit should also include a cover memo and Dean's letter with the same information as described above for reactivations with minimal curricular changes.