Oregon State University
Suspensions/Terminations
Curriculum Proposal System (CPS) Workflow
Abbreviated Category I Proposal: Review and Approval Process for Degree or Certificate Suspensions or Terminations

Proposal Development by Faculty in an Academic Unit
College, School, Department, or Program

Office of Academic Programs, Assessment, and Accreditation (APAA)
Recommended review of the draft proposal prior to distribution to:
- external contacts (for Letters of Support);
- business centers (for Budget Tables);
- Ecampus (if applicable);
- Office of Capital Planning and Development (for Space/Facilities Evaluation)

Proposal documents posted to the Curriculum Proposal System (CPS) by the academic unit

Academic Unit(s) Revisions and Updates

Letters of Support
Input from higher institutions as well as public and private entities (all external to OSU).
(Note: Letters of Support can continue to be gathered and posted to the CPS as the proposal goes through the Stage 1 liaison review process.)

Budget Tables
(For Terminations)
Preparation by the academic unit Business Center (identify cost savings)

Ecampus
If the program is delivered online to distant locations by Ecampus; obtain letter/memo of confirmation acknowledging program suspension or termination.

Space/Facilities Evaluation
Review by the Office of Capital Planning and Development (for new degree or certificate programs or changes to existing space/facilities needs)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)
Stage 1

Academic Unit(s):

Review and Approval Steps

Liaison Contacts

Input from Faculty and Administrators (i.e., internal comments from OSU)

Contacts submitted by proposer, standard College liaisons generated, and case-by-case College Contact liaisons generated; [One (1) week to ID additional liaisons then two (2) weeks for liaison review.]

College Curriculum Committee (or delegated individual)

Academic Unit Head, Chair or Director and College Dean [Transmittal Sheet] (generated after above steps, then signed)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)
Academic Programs Committee
- Chair, Budgets and Fiscal Planning Committee;
- Chair, Graduate Council;
- Chair, Curriculum Council;
- Chair, Executive Committee;
- Representative, Graduate School;
- Representative, Office of Academic Programs, Assessment, and Accreditation

Budget and Fiscal Planning Committee

Curriculum Council

Graduate Council (if graduate program)

Executive Committee

Faculty Senate

Provost
(Delegated to the Senior Vice Provost for Academic Affairs)
--Final Approval Step for Suspensions and Certificate Terminations--

OSU Board of Trustees
--Final Approval Step for Degree Terminations--

Provision is the final review and approval step for:
- Academic Units (New)
- Certificates
- Extensions (ECampus)
- Moves
- Renames
- Reorganizations
- Suspensions

OSU Board of Trustees
is the final review and approval step for:
- Degree Terminations
Implementation Process

- **Banner SIS Number**: The Registrar’s Office assigns a new major code number.
- **CPS Proposal**: An updated and finalized copy of the CPS proposal is sent to the Registrar’s Office for entry into the OSU Catalog, Banner SIS, My Degrees, and to be archived.
- **Campus Announcement**: An announcement is made to the campus by the Office of Academic Programs, Assessment, and Accreditation.

Northwest Commission on Colleges and Universities (NWCCU)
Degrees, Certificates, New Locations, Substantive Changes, **Suspensions**, and **Terminations**

OSU President or OSU Provost is notified of the program approval and its accreditation.

Approval Step

*Note: Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.*