

PLACE A PROGRAM IN MORATORIUM OR DISCONTINUE A REGISTERED PROGRAM

Moratorium

Placing a program on moratorium suspends incoming enrollment for a period of time. The programs name is removed from our admissions application, but will remain on the NYSED inventory of registered programs (IRP). Occasionally a program is removed from moratorium and enrollment resumes, but more often, the program is discontinued and removed from the NYSED Inventory of Registered Programs (de-registered).

- If you would like to place your program in moratorium and revisit this decision at a later time, please follow steps 1 through 5. Typically, programs remain in moratorium on a one- or two-year trial before a final decision is made to either resume or discontinue.
- All current students MUST be able to continue in and graduate from the program

Discontinuing a Registered Program (De-Registration) Individually or through a Reconciliation of the IRP

Programs can be discontinued (de-registered) from the NYSED inventory at any time through an individual application process. Occasionally (yearly or bi-yearly) NYSED will provide Institutions with the opportunity to reconcile its published inventory and during that time, programs can be removed (de-registered) en masse through a streamlined process. This is a more efficient way to remove programs

- If you have program/s that you want to deregister from the Inventory, follow the steps below 1 through 6. The program/s will first be placed in moratorium and then automatically removed from the Inventory during the next opportunity for reconciliation.
- All current students MUST be able to continue in and graduate from the program

Note: Discuss all potential plans with your Chairperson and Dean prior to beginning this process

Step 1	Chairperson and Dean discussion	
Step 2	Division/Department approval	Minutes must contain a <ul style="list-style-type: none">- rationale for the moratorium or discontinuance- timeline for review if a moratorium is requested- timeframe for when all current students will have completed the program and graduated if a discontinuance is requested
Step 3	School/College Faculty Council approval	If required by your School/Colleges by-laws
Step 4	Notification to the Office of the Provost	The Dean will send notice of this request and copies of the faculty approvals to the Office of the Provost for approval and processing
Step 5	Registrar and Admissions notified	The Office of the Provost will notify the Office of the Registrar and the Office of Admissions to remove the program from the admissions application
Step 6	Notification to NYSED	The Office of the Provost and the Academic Compliance Team will work with the Deans office/s to determine the appropriate date for the NYSED de-registration and will effectuate this during the next reconciliation cycle ensuring that all current students can graduate from the program