

Instructions—Suspend or Close Program

APPROVAL CRITERIA—SUSPEND OR CLOSE

Programs may be suspended or closed at only one location, or at all locations.

A suspended or closed program may not be relocated or replicated until it is reinstated.

A suspended or closed program requires a detailed “teach out” plan to hold currently enrolled students harmless.

For technical colleges and community and technical colleges Minnesota statute 136F.32 requires that when an AAS is offered, it must be accompanied by a certificate and/or a diploma in a related area.

- To suspend or close a certificate where there is a related AAS, a diploma must remain active. If not, the AAS also must be suspended or closed.
- To suspend or close a diploma where there is a related AAS, a certificate must remain active. If not, the AAS also must be suspended or closed.

If a suspended or closed program will be converted to a customized training program, the office the chancellor must be notified.

Suspension. Programs may be suspended for a period not to exceed three (3) years. The system college or university shall notify the chancellor of the suspension no later than 30 days after its effective date, and the notification shall include documented reasons for suspension and a plan and date for reinstatement. A suspended program may be reinstated by completing a Redesign: Reinstatement Application.

Requirements for preparing a reinstatement plan are outlined in detail in [Academic Programs Procedure 3.36.1, Part 5, Subpart 4](#).

Closure. A program may be closed without being suspended first.

Closure decisions may also be initiated by the chancellor.

For more assistance in interpreting these criteria, please refer to [Staff Contacts](#)

GENERAL INFORMATION

Link to information on how to complete general information section on all applications.