

**SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
REQUEST TO PLACE AN ACADEMIC PROGRAM ON MORATORIUM**

Requests for moratorium of a degree, certificate, or program should use this form as a cover sheet.

This is to request moratorium of an academic program as follows:

Degree title: _____

Degree granting unit: _____

Note: The sole purpose of moratorium is to provide a time-limited structure within which departments work to transform promising, but poorly functioning, programs into high-quality, sustainable ones. At the end of two years, any program, degree or certificate still on moratorium shall be reviewed through the University's appropriate graduate or undergraduate program review committee and will be considered for termination. If terminated, funding and other resources connected to the program will be subject to both review and possible reallocation by the Office of the Provost.

Requests for moratorium must fully address the following questions and include the appropriate documentation.

1. Submit an analysis of the program to be placed on moratorium, including:
 - a. Reason(s) for placing the program on moratorium.
 - b. Characteristics of the current students and enrollment number for previous five years.
 - c. Projections of enrollment were the program to be continued.
 - d. Methods planned to serve students currently involved in the program.
 - e. Effect of the moratorium on other programs in the institution.
 - f. Specify the resources being used to support the program including number of courses taught annually specific to the program, number of GA's hired to support the program each year for the previous five years, percent FTE faculty and staff positions used to administer the program.
 - g. Detail a plan to bring the program out of moratorium. Indicate the program's specific, required improvements and how those will be achieved during the moratorium period. In addition, indicate how faculty and financial resources (item f, above) will be used during the moratorium period and restored to the program once the moratorium period has concluded.
 - h. Copy of catalog description to be removed or modified.
 - i. Proposed effective date of program for moratorium.
2. List the academic units with which this request has been coordinated and attach the units' responses.
3. Attach pertinent sections of previous program reviews and/or special analytic studies supporting the request.

APPROVED:

DATE:

Department Chair: _____

School Curriculum Committee: _____

Dean of School: _____

Curriculum Council and/or

Graduate Council: _____

Graduate Dean: _____

Provost: _____

COPIES SUBMITTED TO:

Director of Assessment: _____

Academic Scheduling: _____

Effective Catalog Term: _____

Marketing and Communication: _____

Office of Institutional Research: _____

Original Returned to Provost's Office on: _____

The original of this form will be retained in the Office of the Provost. Copies of forms for Graduate programs will be retained in the Graduate School. No other routine copies will be made.