**Reinstatement of Suspended Degree/Certificate**

**(New Degree or New Certificate Request form required to accompany this submission.)**

|  |  |  |
| --- | --- | --- |
| **Certificate/Degree Title:** | | **Date:** |
| **Section 1: Rationale and Support for Reinstatement** | | |
| The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department recommends that the currently suspended certificate/degree be officially reinstated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **Rationale for suspension** (date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_):  Low enrollment  change in workforce needs  lack of funding  lack of qualified instructors  (From suspension forms.)  **Rationale for reinstatement** (include how the reasons for suspension have been resolved or reversed): | | |
| **Current Labor Market Information – Job Market Sustainability** | **Advisory Board consulted?** Yes  No  (Please attach supporting documentation – meeting minutes, email strings …)  **Conclusion of Advisory Board:** | |
| **Enrollment Expectations (projected annual number of students for 3 years):** Yr. 1 \_\_\_\_\_\_ Yr. 2 \_\_\_\_\_\_ Yr. 3 \_\_\_\_\_\_  **Expectations are based on:** | | |
| **Budgetary Impact and Financial Sustainability :** | | |

|  |  |  |
| --- | --- | --- |
| **Section 2: Time Line** | | |
| **Action** | **Person(s) Responsible** | **Date** |
| Submission of request to the Curriculum Committee and VPIS | Submitting department. Submissions signed off on by department chair and dean. Representation of submission required at Curriculum Committee meeting. |  |
| Update webforms and obtain state approval | Curriculum Office |  |
| Submit “Change Request” to NWCCU | Curriculum Office |  |
| Submit financial aid request to Department of Education | Curriculum Office and Financial Aid Office |  |
| Notify Advising | Curriculum Office |  |
| Update catalog | Curriculum Office and Registrar | Catalog year (example: 2016-17): |
| Create/revise/update degree/certificate webpage | Curriculum Office and requesting Instructional department |  |
|  |  |  |
|  |  |  |

(Be advised: A degree/certificate for which the lifting of a suspension is being requested will be reviewed on the entirety of its merits at the time of the request. This means, for example, that a certificate that was suspended due to insufficient funding/budget will have to show not only how the funding issue has been resolved, but it will need to provide current data addressing labor market need and enrollment potential to justify its reinstatement. The Curriculum Committee will treat, philosophically, the lifting of a suspension the same as the adoption of a new degree/certificate.)

**Other Comments:**