

# Request to Place a Program on Moratorium

*Policy information is available online:*

<https://www.pdx.edu/academic-affairs/curriculum-management#moratorium>

## Program Information

1. School/College:
2. Department/Division/Unit:
3. Program Title:
4. Program Banner Code:
5. Proposed effective term of moratorium:
6. Request was initiated by (check one):
  - a. Faculty
  - b. Chair
  - c. Dean\*
  - d. Other \_\_\_\_\_

\*Requests initiated by the Dean must also include documentation of consultation with faculty, staff, students and other stakeholders. Documentation should include dates of meeting(s), list of attendees, documented concerns, responses to the concerns, and written responses provided by faculty and staff.

7. Please narrate the role and contribution of each stakeholder in the moratorium request process:
  - a. Faculty (e.g., program director):
  - b. Chair (or equivalent):
  - c. Other (if necessary, e.g. if program director is staff):

## Budget Impacts

1. Does this moratorium have a budget impact? \_\_\_\_ Yes \_\_\_\_ No
  - a. If "Yes" is checked above, provide a statement explaining the budgetary impact of the moratorium:

## Rationale for Moratorium

1. Narrate the overall strategic impetus and rationale for the moratorium.

## Impacts of the Moratorium

1. Narrate any impacts the program moratorium could have *on other units or programs*. Please list departments and units that have been consulted about the impact.
2. Narrate the impacts on the *unit or department faculty*:
3. Narrate the impact on the unit/department/school *curriculum*:

## Implementation of Moratorium

1. Provide a timeline and work-plan for either phasing out the current program or identifying what would be expected to reopen admission the program.
2. Complete the [required elements for planning the teach-out](#):
  - a. Executive summary of the plan (maximum 1000 characters)
  - b. Number of students currently enrolled
    - i. Note: The academic unit is responsible for keeping an updated list of students impacted, but the full list should not be submitted as part of an associated moratorium or elimination proposal.
  - c. Information on other programs or institutions involved in the teach out plan if there are any.

## Signatures

Program Faculty Representative (Director or Coordinator and/or Instructional Faculty):

Date:

Department/Division Chair/Director/Lead:

Date:

School/College Curriculum Committee Chair:

Date:

Dean of School/College:

Date:

Reviewed by EPC:

Date:

Reviewed by the UCC or GC:

Date:

Dean of The Graduate School (if a graduate-level program):

Date:

Provost:

Date: