




**UNIVERSIDAD CARLOS ALBIZU
JUNTA DE SINDICOS**

**CARLOS ALBIZU UNIVERSITY
BOARD OF TRUSTEES**

Política Núm./Policy Number: CAAE 26	Origen/Source: Comité de Asunto Académicos y Estudiantiles / Academic & Students Affairs Committee Fiscal Year: 2013-2014	Frecuencia de revisión/Review frequency: Cada dos años/ Every two years
Nombre de la política/ Policy Name: Política de Moratoria o Eliminación de Programas Académicos / Policy for Moratorium or Elimination of Academic Programs		
Fecha de aprobación por la Junta de Síndicos / Approval date by the Board of Trustees: 29 de abril de 2014 / April 29, 2014		
Fecha de la última modificación/Date last modified: N/A		
Aplica a/Applies to: Estudiantes, Empleados no docentes / Students and Non teaching Employees		
Firma de la Secretaria Interina de la Junta / Board Interm Secretary's Signature:		 Mr. Gualberto Rodríguez

1.0 JUSTIFICATION

The University needs to plan and design its offerings, programs, and services, as education is a cornerstone in the country's economic growth and development. The viability of academic programs should be frequently evaluated, based on the following analysis. First, conduct a thorough analysis of the professional opportunities offered to our students by a particular discipline. Second, study the program's contribution to the economic and social development of the region, in response to current trends and social needs. Third, examine the existing student demand for such programs.

2.0 PURPOSE

Based on this premise, the University will have the administrative discretion of placing in moratorium or eliminating academic programs, due to fluctuations in required enrollment, social, normative and professional considerations, as well as lack of physical facilities. This policy establishes the criteria and procedures for moratorium or elimination of academic programs from the University's academic offerings. It also

establishes the procedures for disclosure to the university community, as well as to licensing and accrediting agencies.

3.0 CRITERIA

The Academic Directors of both campuses should present to their Chancellors, a semester in advance, a list of program(s) that, to the best of their knowledge, should not continue to be offered and, thus, should be placed in moratorium or eliminated.

The list that Academic Directors provide to their Chancellors should be accompanied by a self-evaluation report, elaborated by each program's Faculty Committee, that will adequately explain and document the moratorium or elimination of the academic program(s), in accordance with the following criteria:

1. The enrollment of the academic program is below the required minimum.
2. Low retention or graduation rate
3. Loss of relevance to society or in the employment market
4. Considerable changes in the discipline
5. Considerations of legal requirements or practice standards of the discipline or profession
6. Insufficient fiscal resources to operate the program
7. Identification of changes in CAU priorities and strategic plan or lack of physical facilities.

Each program will conduct a self-evaluation once a year, as part of the strategic and operational plan of the University, bearing in mind indicators and priorities of the Institutional Strategic Plan.

4.0 PROCEDURES TO REQUEST MORATORIUM OR ELIMINATION OF ACADEMIC PROGRAMS

1. As a result of the self-evaluation, each program's Faculty Committee will present a written report to its Academic Director.
2. The Academic Director will provide the request for moratorium or elimination of the academic program to the Chancellor, together with the program's Faculty Committee self-evaluation report. In those cases, in which the program has a director and adjunct faculty, but no core faculty, the director should present the request for moratorium or elimination of the academic program, together with the self-evaluation report, generated as part of the annual strategic and operational plan process.
3. The Chancellor will submit, through the President, a request for moratorium or elimination of the program, with the self-assessment report of the program's

faculty committee, to the Board of Trustees' Academic and Student Affairs, and Finance Committees. The presidents of the Board of Trustees' Academic and Student Affairs, and Finance Committees will authorize the President to make official the request for moratorium or elimination of the program.

4. The President will inform the Chancellor of the approval of the Academic and Student Affairs, and Finance Committees.
5. The Chancellor should notify students enrolled in the program, in writing and within the following ten (10) business days, of the intention of placing the program in moratorium or eliminating it. The Chancellor will also initiate the process of collecting the required information to notify the accrediting and

licensing bodies of this substantive change (Middle States Commission on Higher Education, Consejo de Educación de Puerto Rico and/or Florida Commission for Independent Education, as applicable).

6. No later than five (5) business days after the first notification of the Chancellor, the Academic Director will schedule an appointment for each student with his/her Academic Advisor, to initiate an academic evaluation and assessment process, aimed at preparing a plan of study that will allow the student to complete the degree in conformity with the student's current academic progress or his/her reclassification into another program. In the case that students opt to complete the academic degree of the program being considered for moratorium or elimination, they will be informed that the University will provide them the opportunity to complete the degree within a reasonable time that will fluctuate between two to three years, following the date on which the applicable licensing agency -- Consejo de Educación de Puerto Rico (CEPR) and/or Florida Commission for Independent Education, approved the moratorium or elimination of the program.
7. Students will have twenty (20) business days following the Academic Director's notification date to notify the University of their decision to complete the degree, change their program, or transfer to another institution. Their decision will be validated through the submission of their revised study plan to the Academic Director, with a certification from the Registrar's Office of the student's reclassification. If a student decides to transfer to another institution, he/she will follow the process established by the Registrar's Office.
8. The Academic Director will submit to the Chancellor, within a period of no more than ten (10) business days, a report about the students' decisions in relation to their study plans, program reclassification or transfer to another university.

9. The Chancellor will submit the request for moratorium or elimination of the academic program, together with all the pertinent documentation, to the Academic Board. If it is not approved by the Academic Board, the Chancellor will request the Academic Director to make the revisions requested by the Academic Board. The Chancellor will submit a request for reconsideration with the pertinent information to be considered in the next ordinary meeting of the Academic Board.
10. If approved by the Academic Board, the Chancellor will present the request for moratorium or elimination of the academic program for the Presidency's endorsement, in a term no longer than ten (10) business days.
11. If endorsed by Presidency, the request for moratorium or elimination of the program will be presented for the consideration and approval of the Academic and Student Affairs Committee and, thereafter, to the Board of Trustees.
12. If approved by the Board of Trustees, the University community will be notified, through a communication from Presidency, of the decision of moratorium or elimination of the academic program.
13. The President or his/her designee will submit a notification of substantive change to the licensing and accrediting agencies. In addition, the President will obtain the approval of the Consejo de Educación de Puerto Rico and/or the Florida Commission for Independent Education of the substantive change.
14. Upon receipt of the approval, the Registrar's Office will deactivate the program and will make the pertinent changes to the institutional catalog.

5.0 IMPLEMENTATION

This policy will be implemented the semester following its approval.

6.0 AMENDMENTS

This policy may be amended at any time by the Board of Trustees.