



Responsible Office:

Institutional Research & Planning
The Graduate School

Contacts:

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ACADEMIC PROGRAM REGISTRATION

Application Title:

Deactivating or Discontinuing an Academic Program

Release / Revision Date:

February 22, 2012

These guidelines apply to Cornell University:

- Undergraduate Colleges (submit to **Kristin Walker**)
- Graduate Fields (submit to **Kat Empson**)
- Professional Schools (submit to **Kristin Walker**)

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SUMMARY:

These guidelines describe the requirements for the official approval to deactivate or discontinue an academic program by Cornell University and the official approval of a deactivated or discontinued academic program by the State University of New York (SUNY) and/ or the New York State Education Department (NYSED).

The deactivation or discontinuance of academic programs must be reviewed and approved internally by Cornell and externally by SUNY and/or NYSED.¹

APPROVAL AND DEACTIVATION AND/OR DISCONTINUATION PROCESS SEQUENCE:

UNDERGRADUATE AND PROFESSIONAL	GRADUATE
1. Office of Institutional Research and Planning	1. Dean of the Graduate School
2. Provost	2. General Committee of the Graduate School
3. Board of Trustees	3. Faculty Senate
4. SUNY and/or NYSED	4. Provost
5. Office of the University Registrar	5. Board of Trustees
	6. SUNY and/or NYSED
	7. Office of the University Registrar

¹ If a proposed discontinued program is the sole program in a HEGIS category at a campus, discontinuance requires approval of the SUNY Board of Trustees. The campus retains the master plan authority in that discipline, and the re-introduction of programs in that HEGIS category would not require a master plan amendment.

PROPOSAL FORMAT:

The completed proposal becomes part of Cornell University's public record.

PROPOSAL SUBMISSION DATE AND APPROVALS			
Date of Proposal Submission:	June 19, 2013		
Signature of Undergraduate Department Chair or Director of Graduate Studies:	Professor Tim Hinkin		
Signature of College or School Dean:	Dean Michael Johnson		
PROPOSAL CONTACT INFORMATION			
	Name	Email	Phone
Department / Field:	Jake Sneva	jns75	255-6376
College or School Dean:	Dean Steve Carvell	sac20	255-5106
DEGREE INFORMATION			
Degree Title:	Master of Mgmt. in Hosp.	Award (BS, MS):	MMH
SPECIFY REQUEST FOR PROPOSAL			
Deactivate a Program ²	The college will not accept new students in the program as of the deactivation date. The college will contact Institutional Research and Planning in 3 years of the deactivation date to either officially discontinue or reactive this program. Provide deactivation effective date in the table below.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deactivate and Discontinue a Program	The college will not accept new students into the program as of the deactivation date and all students will have completed the program by the discontinuance date. Provide deactivation and discontinuance effective dates in the table below.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Students will not complete the program by the discontinuance date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Discontinue a Program ³	The institution is prepared to discontinue the program. There are no students enrolled in the program. Provide discontinuance effective date in the table below.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SPECIFY DEACTIVATION AND/OR DISCONTINUANCE EFFECTIVE DATES			
Deactivation Effective Date	The first regular admission date for which new students will no longer be permitted to enroll in the program	Specify Date:	May 2013
Discontinuance Effective Date	The last graduation date for which a credential for completion of the program is awarded	Specify Date:	June 2013

² A campus makes a decision not to admit any more students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure a program. This action is internal to SUNY and limited in duration to no more than three years.

³ A campus no longer offers the program nor awards a credential for completion of the program. The program is removed from NYSED's Inventory of Registered programs. SUNY review/approval must precede NYSED review date.

PROPOSAL FORMAT:

I. Proposal Narrative

Prepare a narrative that describes the proposed program deactivation and/or discontinuance and explain the rationale for deactivating and/or discontinuing the program at this time. Please address the impact of this suspension on the following: the intellectual profile of the department or field; the availability of degree options to students seeking undergraduate or graduate education in your department or field; program staffing and administration; current curricular offerings (including courses, accessory instruction, and course enrollments); funding for graduate students in your field (including TAs and need or availability); faculty appointments and the utilization of faculty in your department or field. Discuss how the absence of this program offering can be accommodated by other offerings at Cornell or elsewhere in NY State.⁴

Note: This proposal only applies to the Cornell-Nanyang Institute of Hospitality Management joint Master of Management in Hospitality program. The Ithaca based SHA MMH program will continue to operate as normal.

Cornell University and Nanyang Technological University agreed to deactivate the Cornell-Nanyang Institute of Hospitality Management (CNI) joint Master of Management in Hospitality (MMH) degree effective July 1, 2013.

CU and NTU entered into the CNI agreement in 2004 with the first intake of MMH students beginning in 2006. From the inception of the program SHA and NBS have enjoyed an excellent working relationship. CNI students spent half of their 12-month program in Singapore at Nanyang Business School (NBS) and half working alongside their Ithaca-based classmates at SHA. The quality of the CNI students and their educational experience was outstanding, as evidenced by the demand for CNI graduates by the largest and most prominent hotel and hospitality companies in Asia. Both parties recognize, however, that the student enrollment has been lower than anticipated. Ultimately, the number of students enrolled in the joint program was unable to sustain its existence moving forward.

The CNI MMH student cohort for academic year 2012-13 was the final cohort of degree program students under the alliance. All prospective MMH students for academic year 2013-14 (and onward) were encouraged to apply to SHA's Ithaca-based MMH program.

This elimination of the CNI joint MMH degree will not have an impact on program staffing and administration, current curricular offerings, graduate student funding, or faculty appointments.

II. Curricular Information

What is the effective deactivation and/or discontinuance date? How long will currently registered students have to complete a degree under the current structure? (Please attach a list of students currently enrolled in this degree program.) How have you addressed the needs of students on leave, students in absentia, and/or international students?

As of July 1, 2013 the joint Cornell-NTU MMH program was deactivated. Therefore, the CNI students who graduated in June 2013 were the last class of graduates. In spring 2013 all remaining CNI students returned to Singapore and finished their degrees. There is one student on a health Leave of Absence and SHA has

⁴ Please note that the Graduate School cannot make additional fellowship support available as a result of a program's termination; and that current grad school funding for students in this program will not necessarily transfer to students in other degrees programs offered by the field.

provided formal notification of the change to him. It has been communicated, in writing, that if he plans to return his degree must be completed in Ithaca.

III. Program Format

Are any dual or joint degrees affected by this termination? If yes, please explain.

The CNI program was a partnership between both Cornell and NTU. Program graduates received both an NTU degree and a Cornell degree. Both institutions have agreed to deactivate the joint MMH program.

IV. Staffing and Operations

Will any faculty need to make changes to their concentrations and areas of research as recorded on their faculty cards? If yes, faculty cards on file with the Graduate School will need to be updated.

No, this change will not impact faculty concentrations or areas of research.

V. Institutional Concerns

Comment on the institutional need for this deactivation and/or discontinuance. Describe the positive effects of this change will have on your department or field. Address the negative effects, if any, this change will have on your department or field, your faculty, and on other fields or faculty within the University; explain how those effects will be mitigated. Have you considered other ways to accomplish the goals this deactivation and/or discontinuance represents?

The CU-NTU partnership was to be reviewed in accordance with the original contract. Upon review both institutions determined that operating a joint MMH program was no longer the best option for both parties. In the short term this change may increase the overall applicant pool for the Ithaca based MMH program. Moving forward the faculty will continue to explore opportunities to strengthen SHA's current international relationships, cultivate new relationships, and connect with SHA alumni.

ATTACHMENTS:

1. Attach results of a faculty vote (all field faculty with voting eligibility should be polled; address the thinking behind negative votes or abstentions.
2. Attach support letters from your college/school dean and other relevant academic and administrative staff, including related programs at Cornell that might be affected (positively or negatively) by this program change.

CONTACTS:

To deactivate and/or discontinue an undergraduate or professional degree program, please contact [Kristin Walker](#), Manager of Academic Support, Institutional Research and Planning.

To deactivate and/or discontinue a graduate degree program, please contact [Kat Empson](#), Assistant to the Dean, Graduate School.

AUTHORITY:

- [NYSCE](#), Title 8, Chapter II: [Regulations of the Commissioner](#)
- SUNY, [Office of Academic Affairs](#)
- NYSED, [Office of College and University Evaluation](#)