

ILLINOIS BOARD OF HIGHER EDUCATION
Glossary Companion to Life Cycle of an Academic Program Flowchart
(For Illinois Public Universities' Use Only)

Active Program: A program with students currently enrolled. Programs that are still undergoing new program review or have been flagged as low producing are considered active programs.

Annual Listing of Changes: (aka Additions and Deletions/Program Activity Report) An annual report that notifies the Board of additions, changes, reorganizations, and eliminations of academic programs, administrative units, centers, institutes, and other entities. See page 2 of the [Administrative Rules](#) for a complete list.

Closed Program (Eliminated): A program for which the teach out process is complete and there are no longer students enrolled. Closed programs are no longer approved by the Board.

Consolidation: One of five status options for low-producing programs, consolidation involves combining two or more programs into one. For example, change multiple programs from degrees to specializations under one degree program or otherwise reducing multiple degrees into one.

Continued Review: One of five status options during even years of the Low Producing Programs report. If a program was assigned Priority Review status in the previous year's report, and the institution has not completed its review of the program, this status should be assigned.

Flagged for Review: In the case of a new program, according to page 19 of the [Administrative Rules](#), a flagged program is not meeting the program objectives as outlined in the original application that was submitted during the program approval process. In this case, the institution must submit a plan for improvement and annual interim reports until the status of good standing is achieved.

Good Standing: In the case of a new program, it is considered in good standing if it is meeting the program objectives as outlined in the original application. Existing programs are considered in good standing if their enrollment and/or completion numbers fall above the thresholds established to define low producing programs.

Justification: One of five status options for low-producing programs; justification has two options: a) Justification-Good Standing/Review in ____ Years; and b) Strong Institutional Justification and No Further Action.

- a) The former should be used if the institution intends to make a decision about a program's status based on information that is pending. Institutions are free to determine the number of years after which the program will be reviewed again but should keep in mind that all programs are reviewed, at a minimum, on an eight-year cycle.
- b) The latter should be used if the program is critical to the mission of the institution and therefore should continue to exist despite low enrollment and/or completion numbers. Examples include programs that contribute to the mission or general education curriculum of the institution, are funded by grants for a specific purpose, maintain low enrollment numbers intentionally, etc. Programs assigned this status return to Good Standing and should not be Flagged for Review again until the next program review cycle.



Low Producing Programs (LPP) Report (aka APEER): An annual report presented by institutions to the Board that includes a list of academic programs Flagged for Review because they fall below BOTH the enrollment and completion thresholds established by the guidelines. In odd years, institutions generate a new list of low-producing programs, and in even years, they provide status updates only for the programs placed in Priority Review in the previous year's report. IBHE combines the data from the LPP report with the new and closed programs in the Annual Listing of Changes report to create the annual [Report on New, Consolidated, Closed, and Low Producing Programs at Illinois Public Universities](#).

Phase Down: After the decision is made to Sunset a program, it is placed in Phase Down while students still enrolled complete their studies.

Priority Review: One of five status options during odd years of the Low Producing Programs report. Institutions should choose this option when a program is undergoing an in-depth internal or external review process to determine whether it should be closed or modified in some way to improve the program's performance.

Redesign: One of five status options for low-producing programs. Institutions should choose this option when they plan to modify the structure, instructional modality, or some other aspect of a program. For example, specializations or concentrations may be added or removed, the program may move online, advising or marketing staff may be added to support/recruit students, etc.

Sunset: One of five status options for low-producing programs. Institutions should choose this option when they intend to place (or have already placed) a program in Phase Down.

Temporarily Inactive (Temporarily Suspended): A program with current Board approval but without students enrolled. Programs in Phase Down are not considered Temporarily Inactive/Suspended. Institutions should notify IBHE of a program's temporarily inactive status in their Annual Listing of Changes report and may request reinstatement through a Reasonable and Moderate Extension. An annual status report on temporarily suspended programs (per page 22 of [Administrative Rules](#)) is required and should be submitted as part of the Annual Listing of Changes report. Programs will be considered terminated if no annual status report is received or if no reinstatement request is received within the first five years after the program was placed on temporary suspension.

Voluntary Relinquishment: According to page 23 of the [Administrative Rules](#), institutions may voluntarily relinquish approval if they choose to close a program. They should do so in writing by including the change in the Annual Listing of Changes report once the Phase Down process is complete.

