

# Professional Science Management Certificate

PART 2: Program Deactivate/Discontinue Request (UG and GD)

## Section 1: General Information

## **\*\*You Must Read Before You Begin\*\***

This is Part 2 of our program proposal forms - Program Deactivate/Discontinue Request. This form is for both undergraduate and graduate programs. Please note:

Each deactivation and discontinuance must be approved by the SUNY Provost.

If a proposed discontinued program is the sole program in a HEGIS disciplinary area at a campus, discontinuance requires approval of the SUNY Board of Trustees, but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

**Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the programs registration. This may be done to reassess the need for the program or restructure the program or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.

**Deactivation Effective Date:** The first regular admission date for which new students will no longer be permitted to enroll in the program.

**Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNYs review and approval, the program is removed from the State Education Departments Inventory of Registered Programs after all continuing students have completed it.

**Discontinuance Effective Date:** The last graduation date for which a credential for completion of the program is awarded.

(SOURCE: Memorandum to Presidents, Vol. 83, No. 11, dated August 26, 1983)

If you have any questions, please reach out to either [undergraded@binghamton.edu](mailto:undergraded@binghamton.edu) for undergraduate programs or [cignarri@binghamton.edu](mailto:cignarri@binghamton.edu) for graduate programs.

## Instructions for Filling out this Form

Please attach any required files by navigating to the paperclip in the right-side menu and clicking.

### Work on the Proposal

FILL IN all required fields marked with an \*.

Edit fields by clicking on the text in the field.

Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.

Complete the Acknowledgement section.

LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.

For Program Approvers (Dept. Chairs, Deans, etc.): Once the proposal has been launched, follow the steps to approve the proposal.

### Review Proposal

View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.

View current comments concerning this proposal by clicking the Discussion tab using the chat icon

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View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.

View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

## Approve

Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.

Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

**I have read the above instructions for completing this form\*** ☒ Yes - Please proceed with the form below.  
☐ No - Please read the above instructions before proceeding.

**Contact person(s) for questions and updates about this proposal\*** Courtney Ignarri

**Academic Level\*** ☐ Undergraduate  
☒ Graduate

**School/College\***

**Watson Only: Please select only one\*** ☐ Watson Undergraduate Program  
☐ Watson Graduate Program  
☒ Not a Watson Program

**Department\***

**Program Title\*** Professional Science Management Certificate

**HEGIS/CIP/SED Codes\*** HEGIS: 0599 CIP: 52.9999 SED: 33422

**Program Type\***

**Degree Type\***

**Minimum Number of Major Credits\*** 13

**Academic Guide  
Description\***

The Professional Science Management Certificate is for students in the STEM (science, technology, engineering and mathematics) disciplines who wish to develop their professional skills to ensure greater success in the workplace.

A total of 13 credits is required for the completion of the certificate. The courses emphasize leadership skills, business and project management, ethics and legal principles, communication skills and team-building skills. Students will develop these skills through coursework and workshops, as well as internships and group projects in employer-based settings.

**Is this program  
partnered with  
another institution?  
If yes, please list  
them.\***

No

## Section 2: Request Information

Please select the appropriate response below, using either the undergraduate or graduate program section. This lets us know whether or not your request needs to be sent to SED, or only SUNY.

**Undergraduate  
Program  
Discontinue/Deactivate\***

- ☐ Deactivate a program: The institution will not accept new students into the program as of the deactivation effective date entered in the Program List table below. The institution will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) within three years of the deactivation effective date to follow-up..
- ☐ Deactivate and Discontinue a program: The institution will not accept new students into the program as of the deactivation effective date entered in the Program List table below, and all continuing students will have completed the program by the later discontinuance effective date. NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date, the campus will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) to revise the discontinuance effective date.
- ☐ Discontinue a program: The institution is prepared to discontinue the program on the discontinuance effective date entered in the Program List table below, at which time there will be no students enrolled in the program.
- ☒ NA

**Graduate Program  
Discontinue/Deactivation**

- ☐ Deactivate a program: The institution will not accept new students into the program as of the deactivation effective date entered in the Program List table below. The institution will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) within three years of the deactivation effective date to follow-up..
- ☐ Deactivate and Discontinue a program: The institution will not accept new students into the program as of the deactivation effective date entered in the Program List table below, and all continuing students will have completed the program by the later discontinuance effective date. NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date, the campus will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) to revise the discontinuance effective date.
- ☐ Discontinue a program: The institution is prepared to discontinue the program on the discontinuance effective date entered in the Program List table below, at which time there will be no students enrolled in the program.
- ☐ NA

### Section 3: Program List

Please download and fill out the [Deactivation/Discontinuance Program List form](#) from the Curriculum Resources website, then attach the form to this proposal.

**Provide reason(s) for requesting each deactivation and/or discontinuance. Address local, regional and system impact and, if applicable, describe any extenuating circumstances that may require additional accommodations for enrolled students (e.g., providing a teach-out agreement with another institution)\***

Interest in the Professional Science Management advanced certificate has remained low since the program's creation in 2009. There have only been 5 students enrolled since fall 2016 (as far back as our current records go) and only 1 of those students actually earned the advanced certificate. A second student is planning to complete their degree in fall 2025, and they will also earn the advanced certificate.

This advanced certificate has been under the oversight of the Graduate School, and in the last year this office has made significant efforts to increase professional development opportunities for students including through the hiring of a Professional Development Specialist and the creation of the Graduate Center for Professional Development and Postdoctoral Affairs. Through these efforts, we believe we can provide students with more relevant and accessible options to enhance their skills in this area.

Given the lack of interest in this degree program and the growth of professional development opportunities in other areas, we would like to close admission to the advanced certificate as of spring 2026 and discontinue the program once the only enrolled student completes this award.

### Section 4: Attachments and Acknowledgements

Please attach any required files by navigating to the attachment option in the right-side menu.

**Acknowledgement\*** ☒ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

**Section 5: System Administrator Section - DO NOT TOUCH**

- Academic Guide  
Status**
- ☐ Active-Visible  
☐ Active-Hidden  
☐ Inactive-Hidden

**Prospective  
Curriculum\***