

## APPENDIX M

### POLICY FOR THE DISCONTINUANCE OF ACADEMIC PROGRAMS

#### 19/AS/03/UEPC

*The following policy statement describes the procedures and requirements under which an academic program can be considered for elimination from the curriculum (for exceptions, see Appendix). The document has been developed in response to the request of the Chancellor (see letter of January 26, 1979, to Presidents from Chancellor Dumke) that each campus have a written procedure, approved by the Chancellor, for such discontinuance.*

*Most commonly, a request for program discontinuation or curtailment would be initiated because of a serious and ongoing enrollment decline in that program. Such a request can also result from other causes such as evidence that a program is no longer necessary, or that it is not academically valid. In the event that imposed budget restrictions lead to a request for program discontinuance, independent of enrollment changes or academic validity, the campus shall seek alternatives to discontinuance and shall terminate programs only as a last resort.*

A decision to discontinue a bachelor's or master's degree program can occur only following a special program review. Such a review shall be in addition to any regularly scheduled academic reviews conducted on the campus, except as specified under number "1" below.

1. A request for the review of an academic program for the purpose of determining whether program discontinuance or curtailment is warranted may be made
  - a. by a majority vote of the faculty of the program; or
  - b. by a majority vote of the Academic Senate; or
  - c. by a majority vote of the University Educational Policies Committee; or
  - d. by the academic administration; or
  - e. By a majority vote of the college committee constitutionally charged with academic program review. In addition, a request for review to discontinue an academic program may be as a result of a regular or ad hoc academic program review (EP & R 79-10: CSU System Executive Order of Program Discontinuance).
  - f. by a majority vote of the Graduate Council (if a graduate or postbaccalaureate program).

If the request for a discontinuance review originates from the Academic Senate, the University Educational Policies Committee, the academic administration, a department or college curriculum committee, or the Graduate Council, the request shall be submitted in writing to the Vice President for Academic Affairs and the Senate Executive Committee. The request must clearly indicate the specific reasons for the suggested program discontinuance. The Vice President for Academic Affairs shall then, in consultation with the Senate Executive Committee, establish a Special Review Committee as outlined below.

If the request for discontinuance is submitted by the faculty of the program in question, the faculty shall prepare a request that clearly indicates the reasons for the suggested program discontinuance. The faculty may then choose either to (1) establish a Special Review Committee as outlined below, by submitting its request to the Vice President for Academic Affairs and Senate Executive Committee; or (2) forward its request directly to the University Educational Policies Committee or Graduate Council for its consideration. If the latter, the UEPC or Graduate Council shall hold an open hearing on the proposal and shall recommend discontinuance or continuance of the program to the Academic Senate; the Senate shall then forward its recommendation to the Vice President for Academic Affairs and President.

2. *Upon receipt of a request for review of an academic program for possible discontinuance, within 30 days the Vice President for Academic Affairs, in consultation with the Senate Executive Committee, shall appoint a Special Review Committee to conduct the program review. This committee shall consist of:*
  - a. *Three tenured faculty, one selected from the affected program and two of whom shall be from areas other than the program in question.*
  - b. *The Dean of the College in which the program is housed, and who will serve as an ex-officio member.*
  - c. *A student representative from the affected program.*
3. *As a minimum, the review shall include:*
  - a. *Consultation with all available full-time faculty members who have taught courses in the program within the last two academic years;*
  - b. *An analysis of the cost of the program in terms of faculty positions, technical/clerical positions, operating expenses, library support, and other costs;*
  - c. *An evaluation of the academic quality of the program;*
  - d. *Study of enrollment trends over the past ten years and of present enrollment in the program, as well as consideration of projected future enrollment;*
  - e. *Consideration of alternatives that might increase student enrollment in the program;*
  - f. *Consideration of alternatives for providing financial support for the program, if any;*
  - g. *An assessment of specific community needs served by the degree program;*
  - h. *An assessment of the impact that discontinuance of the program would have on other degree programs, other campus activities, and the curricular priorities and mission of the college, the University, and the CSU;*
  - i. *Study of the possible impact of program termination on faculty in that program and evaluation of possible on-campus faculty transfers which might occur, based on faculty skills, training, and desire as well as campus need;*
  - j. *A consideration of the impact discontinuance of the program would have on students presently enrolled in the program and provision of opportunity for statements (including written statements) regarding the program from students presently enrolled in the program or actively seeking enrollment in the program;*
  - k. *The development of plans and alternatives to allow enrolled students to complete the degree program or a related one in the event a recommendation is made to discontinue the program; and*
  - l. *The Academic Program Review Five-Year Document.*
4. *The Special Review Committee shall evaluate its findings and make a written report and recommendation to the University Educational Policies Committee including a recommendation for program continuance, program continuance with conditions (all*

affected units must be consulted), or program discontinuance. Said report must include the opportunity for minority reports from the Special Review Committee. The report of the Special Review Committee shall be reviewed by the University Educational Policies Committee and by the Academic Senate, and in the case of graduate programs, by the Graduate Council. The report and recommendation of the Special Review Committee as well as the recommendations of the University Educational Policies Committee, the Graduate Council (in the case of a graduate program), and the Academic Senate, including any supporting statements, shall be forwarded to the Vice President for Academic Affairs, the President, and the affected department for their review.

5. *If the President decides that program discontinuance is warranted, the campus will follow procedure in accordance with EP&R 79-10, regarding review by the Chancellor of program discontinuance proposals:*
  - a. *“The campus president shall inform the Chancellor of the proposed discontinuance.*
  - b. *The Chancellor will review the proposal for system-wide effects with advice from whatever groups he deems appropriate, and may request additional information from the campus if needed for this review.*
  - c. *The Chancellor will ordinarily provide comments on all such proposals within 30 days. He will inform the President of any system concerns so that these may be considered in the final decision.*
  - d. *The President shall not take any administrative action leading to the de facto or official discontinuance of an academic program before the Chancellor has commented on the proposal.”*
  
6. *The President shall then announce the final decision. In the event this decision is official discontinuance of an academic program:*
  - a. *A cut-off date shall be announced immediately beyond which no new students, including transfer students, will be permitted to enter the program;*
  - b. *The President shall request that the Registrar prepare an official list (as of the cut-off date) of all students who are majors in the program; and*
  - c. *The President shall direct the Registrar to notify all students on this list within 15 days of the following alternatives to assist them in earning their degrees:*
    - 1) *The date by which the degree requirements must be completed in order to receive the specified degree from this university;*
    - 2) *The closely related degree programs offered by this campus to which the student may wish to transfer;*
    - 3) *The availability of similar programs, if any, offered by other institutions in the CSU system; and*
    - 4) *The extent to which substitutions may be considered in meeting the requirements for the degree.*
  - d. *The President, in consultation with appropriate administrators and faculty committees, shall make every effort to assist in the placement of faculty members displaced by program discontinuance in other appropriate programs or activities in the university, or other campuses in the CSU system.*

Normally, an academic program shall not be discontinued less than two full semesters following the final official announcement by the President of program discontinuance. During this transition period, course offerings should be designed to assist students in the program to complete program requirements.

Approved by EPC 3/11/83  
Approved by Academic Senate (5/AS/83/EPC) 4/7/83  
Approved by President 5/5/83

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## APPENDIX

### Basic (Core) Undergraduate Programs

*In developing the original planning policies for the CSUC, the Board of Trustees recognized that certain academic programs at the undergraduate level were so fundamental to the university they should not be required to meet the “need and demand” criteria established as prerequisites for offering other programs. The assumption of a “core” is equally critical to both campus and system reviews where discontinuation is being considered. Such programs are identified as basic core undergraduate programs. The following list is adapted with alteration from the Trustees’ 1963 list of subjects.*

#### Recommendation XI

The following disciplines are the only ones wherein need and demand should not be the preeminent criteria for offering undergraduate programs. In evaluating these undergraduate programs, qualitative criteria regarding program integrity should be paramount.

#### Humanities and Fine Arts

Art	Philosophy
English	Speech/Communication
Foreign Languages	Theater Arts/Drama
Music	

#### Natural Sciences and Mathematics

Biology	Mathematics
Chemistry	Physics
Geology	

#### Sociology and Behavioral Sciences

Anthropology	Political Science
Economics	Psychology
Geography	Sociology
History	

*Other programs comprised of the above disciplines which an individual campus may define as basic to its mission, such as ethnic and/or interdisciplinary studies programs.*

#### **Graduate Programs**

Certain attributes of graduate education—including increased emphasis on scholarship, rigor, and structures supportive of them—suggest that qualitative criteria are of equal importance to need and demand in reviewing graduate programs. The use of qualitative criteria as a major factor in decisions to delete, retain, or add programs argues against a minimum complement of master’s degree programs that would be standard to each campus. Graduate programs

should not be automatic offerings of every department at each campus, but should be located only where all relevant criteria can be satisfied.

Approved by President on May 21, 2004