

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

**Code:** AAP 91-14

**Date:** August 2, 1991

**To:** Vice Presidents, Academic Affairs

**From:** Lee R. Kerschner, Vice Chancellor  
Academic Affairs

**Subject: Policies on Academic Program Discontinuation**

System policies on academic program discontinuation were last addressed in the late 1970s and early 1980s and are still extant. The purpose of this memorandum is to provide information about these policies and the procedures to be used in the event of academic program discontinuations.

EP&R 79-10, issued on January 26, 1979, outlined interim policies for program discontinuance. These are attached. They call on each campus to have written procedures, approved by the Chancellor, for the discontinuance of academic programs. These agreements were later developed by most CSU campuses and approval was granted for each policy that incorporated the elements outlined in the interim policy, namely broad consultation and mechanisms to permit enrolled students to earn their degrees. Approved policies for 16 campuses are on file in the Chancellor's Office (four campuses have not submitted policies for approval). Campus program discontinuation policies were approved by the Chancellor on the following dates:

Chico	1/8/90
Dominguez Hills	10/7/80
Fullerton	9/17/81
Hayward	10/9/81
Humboldt	7/14/90
Long Beach	11/27/90
Los Angeles	7/20/80
Northridge	12/17/82
Sacramento	8/11/81
San Bernardino	9/16/81
San Diego	4/15/81
San Francisco	5/13/80
San Jose	5/28/80
San Luis Obispo	10/29/81
Sonoma	9/15/81
Stanislaus	6/12/89

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The interim policy also specified that proposals for degree program discontinuation were subject to review by the Chancellor, and EP&R 80-45 (June 12, 1980), advised campuses of the guidelines that were being used by the Office of the Chancellor to review academic degree program discontinuation proposals. That memorandum advised that recommendations of the Project Team on Academic Programs would be honored, specifically the following recommendation:

The primary responsibility for identifying programs to be discontinued in response to enrollment changes should rest with each campus. Campus recommendations for program discontinuation should, however, be reviewed by the Chancellor's Office for assessment of system and statewide impact.

Since that memorandum was issued the Chancellor's Office has asked that proposals for academic program discontinuation contain assurance that approved campus procedures were followed. Campuses were advised that "system and statewide impact" might be questioned only if programs to be discontinued were core undergraduate programs; programs which would leave a large population without program alternatives; and/or systemwide impacted programs. In subsequent years, all program discontinuation proposals were submitted using campus guidelines (or, in their absence, the interim system guidelines shown attached), and all discontinuation proposals have been approved.

We are aware that a number of campuses are considering academic program discontinuation, and that the time of such decisions is crucial. Consequently, we are modifying the requirements for Chancellor's Office review, as follows:

- 1. Campuses without approved discontinuation policies will continue to observe the guidelines of EP&R 79-10. Discontinuation proposals should be submitted to the Chancellor, and they should include an explanation of how the interim criteria were met. Degree program discontinuations shall not become effective until they have been approved by the Chancellor.**
- 2. Campuses with approved discontinuation policies may discontinue programs without prior Chancellor's approval, provided the campus policies are observed; provided the Chancellor's Office is informed of the discontinuations; and provided that the discontinuation is consistent with all Trustee and system policies, including provisions of the MOU where applicable.**

To the extent possible, we will attempt to remove programs from the list of programs in the 1992-93 application booklet, which is being revised over the next few months. Prompt notification of discontinuations would therefore be appreciated.

SLC:Prog Disct. Code Memo

## DISCONTINUANCE OF AN ACADEMIC PROGRAM

An Academic program is defined for this purpose as a sequence of courses leading to a degree.

1. Each campus shall have written procedures, approved by the Chancellor, for the discontinuance of academic programs. These campus procedures are to be based on the following general provisions, insofar as possible:
  - a. A proposal to discontinue an academic program will ordinarily be the result of a regular or *ad hoc* review of the program.
  - b. The review shall include broad consultation with groups or persons likely to be affected by the discontinuance, including enrolled students.
  - c. The proposal shall specify mechanisms to permit enrolled students to earn their degrees.
  - d. The president shall review the proposal with the advice of the campus academic senate and/or appropriate representative committees constituted for this task.
2. All proposals for program discontinuation are subject to review by the Chancellor. This review will be conducted within the following guidelines:
  - a. The campus president shall inform the Chancellor of the proposed discontinuation.
  - b. The Chancellor will review the proposal for systemwide 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 discontinuation of an academic program before the Chancellor has commented on the proposal.

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# Degree Program Discontinuation

(Policy adopted by the Senate February 10, 1981)

## Procedures for the Discontinuation of Degree Programs at San Diego State University

Proposals for the discontinuation of degree programs may be initiated by departments, faculty members, appropriate college and University committees, and / or administrative officers of the University. All proposals must specify mechanisms to protect the interests of students currently enrolled in such programs and, if possible, to allow those students to complete their degrees in a reasonable time period. Proposals for degree program discontinuation must include a declaration of intent: (a) degree program discontinuation (Senate **Policy File**, VII-B-3, 1.2-1.54), or (b) discontinuation of degree program with department dissolution (Senate **Policy File**, VII-B-3, 2.0-2.5). All proposals must address employment options, informed by the applicable Memorandum of Understanding for the affected tenured and probationary faculty and for permanent staff.

Proposals shall be reviewed by designated department and college curriculum committees, and the dean of the college.

Proposals approved by the college dean shall be forwarded to the Office of the Provost for University-wide review as specified in Senate **Policy File** III-F-4 and III-F-15.

### Undergraduate Proposals

Undergraduate proposals shall be reviewed for approval by the University Committee on Academic Policy and Planning. This committee must seek broad consultations with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the degree program affected.

Proposals shall be additionally reviewed by the Undergraduate Curriculum Committee with recommendations forwarded to the Senate.

All approved proposals shall be forwarded to the Senate as action items.

All approved proposals shall be forwarded to the President for final action.

### Graduate Proposals

All graduate proposals shall be reviewed for approval by the Graduate Council. The council must seek broad consultation with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the degree programs affected.

Proposals shall be further reviewed by the University Committee on Academic Policy and Planning with recommendations forwarded to the Senate.

All approved proposals shall be forwarded to the Senate as action items.

All approved proposals shall be forwarded to the President for final action.