



University Policy Statement

UPS 100.610

PROGRAM DISCONTINUANCE AND PROGRAM SUSPENSION

I. PRINCIPLES AND DEFINITIONS

The discontinuance of an established academic program is a very serious step. A program shall only be discontinued after all appropriate evidence has been studied and consultation procedures have been exhausted. Prior to any action, however, all administratively feasible alternatives, such as consolidation or suspension, shall be considered and actively explored. This document seeks to ensure that review and consultation take place before final discontinuance of an academic program occurs.

The suspension of an academic program is a temporary measure that provides an opportunity to the involved faculty, the college dean, the Associate Vice President of Academic Programs and others to review the program with the goal of identifying and correcting any issues that prevent effective implementation of the program. Suspension includes any university action that involves halting or preventing admission to, or enrollment in, an academic unit, or freezing faculty hiring or course offerings. Program review will likely focus on curricular structure, faculty and staff resources, student enrollment, and accreditation demands. Temporary suspension is appropriate only if there are reasonable grounds to expect that the problems can be rectified within the proposed period of suspension. Temporary suspension may last a maximum of three years. Temporary suspension is not appropriate if the actual goal is program discontinuance.

Whether suspended or discontinued, every effort shall be made by the program faculty and the college dean to assist students in completing their program requirements or in finding alternatives.

The term "program" as used in this document refers to a sequence of courses whose successful completion leads to a degree or certificate, including majors, minors, options, concentrations, and emphases. Although program discontinuance or suspension may lead to the layoff of faculty, faculty layoff is a separate matter and dealt with in other University Policy Statements and in the Collective Bargaining Agreement between the California State University and the exclusive Unit 3 bargaining agency.

II. INITIATION

Recommendations for program discontinuance and program suspension may originate from the Provost, the dean of the college, or voluntarily from an academic unit that submits its

recommendation through the appropriate college dean to the Provost. Concerning academic units that are not housed in a college, the Associate Vice President of Academic Programs shall substitute for the dean; this substitution shall apply throughout the remainder of this document. Recommendations for program discontinuance or program suspension must include a written request for program review and a rationale.

The process of review and reactivation of recommendations for program suspension that originate voluntarily is governed by section III of this document. The process of review for program discontinuations that originate voluntarily is governed by section IV of this document. The review process of (1) recommendations for program discontinuance that originate with the Provost, (2) recommendations for program discontinuance that originate with an academic unit, and (3) recommendations for program suspension that originate with the Provost or Dean of the College is section V of this document.

III. PROGRAM SUSPENSION INITIATED BY AN ACADEMIC UNIT

- A. If the program suspension is proposed by the academic unit responsible for the program, the proposal shall first be approved by a majority of its full-time faculty (tenure-track faculty and full-time lecturers). If the academic unit currently has no faculty members, then the chair or director of the academic unit may make the proposal. If the suspension proposal involves an academic program that includes courses and faculty from more than one academic unit, then the proposal shall be approved by a majority of the full-time faculty (tenure-track faculty and full-time lecturers) who have program oversight responsibility and/or routinely teach courses in the program.
- B. Once approved as prescribed by section III.A., the proposal for a program suspension shall be submitted to the college curriculum committee, which shall make a recommendation for approval, disapproval, consultation, or other actions to the dean of the college wherein the program is housed. If the suspension proposal involves an academic program that includes courses and faculty from other colleges, the dean of the college that houses the academic unit responsible for the program shall consult with the deans of the other colleges. The dean shall further consult with the Associate Vice President of Academic Programs regarding the temporary program suspension proposal. Thereafter, the dean shall make a recommendation regarding approval or disapproval to the Provost, who shall make the final decision.

If the program subject to a suspension proposal is not housed in a college, the proposal shall be submitted to the University Curriculum Committee or the Graduate Education Committee, as appropriate. This committee shall make a recommendation for approval, disapproval, consultation, or other actions to the Associate Vice President of Academic Programs. The Associate Vice President of Academic Programs shall then make a recommendation for approval or disapproval to the Provost, who shall make the final decision.

The Provost shall notify the Chair of the Academic Senate of his or her decision.

- C. The proposal for the suspension of an academic program shall contain the following:
1. A full account of the reasons for the program suspension, including the reason for proposing program suspension rather than program discontinuance.
 2. The semester and date when the proposed suspension will take effect and the semester and date when the suspension is anticipated to end. No temporary suspension may exceed six consecutive semesters, excluding summer semesters.
 3. A complete list of courses that would not be taught during the suspension and a statement regarding the effects that the suspension of these courses would have on other academic units and the General Education program.
 4. Evidence of consultation with the chairs or directors of potentially affected academic units and/or the Director of General Education regarding the proposed suspension.
 5. A statement of the effects that the proposed suspension would have on students currently enrolled in the program, including an assessment of the measures that would have to be taken to enable these students to graduate in a timely manner, such as teaching regular courses or independent studies courses during the suspension period or permitting course substitutions.
 6. A statement of the effects of the proposed suspension on existing faculty and staff.
 7. A full account of the changes that would be necessary and/or the actions that would have to be taken in order to reactivate the program at the end of the proposed suspension period. This account shall include a realistic timetable of implementation.
- D. Changes made to the program during the suspension period shall undergo the regular process for program change approval, as stipulated by UPS 410.103.
- E. During the suspension period, no new students shall be admitted to the program, and no degrees shall be granted unless the recipient was enrolled in the program at the time of suspension.
- F. During the suspension period, the online catalog and the webpage of the suspended program shall indicate that a suspension is in effect and that no new students are currently being admitted. This notice shall further indicate the date at which the program is expected to resume and the date at which applications for admission will again be accepted.
- G. No later than six months prior to the planned date of the reactivation of the suspended program, the chair or director of the academic unit responsible for the program shall submit a reactivation proposal to the dean of the college wherein the academic unit is housed. The reactivation proposal shall explain how the problem(s) identified in the suspension proposal has/have been resolved and give a rationale for the reactivation. The original proposal for suspension shall be appended. If the academic program subject to the reactivation proposal includes courses and faculty from other colleges, the dean of the college that houses the academic unit responsible for the program shall

consult with the deans of the other colleges. The dean shall further consult with the Associate Vice President of Academic Programs regarding the reactivation proposal. Thereafter, the college dean shall make a recommendation regarding approval or disapproval of the reactivation proposal to the Provost, who shall make the final decision.

If the academic unit responsible for the program is not housed in a college, the reactivation proposal shall be submitted to the Associate Vice President of Academic Programs. The Associate Vice President of Academic Programs shall then make a recommendation for approval or disapproval of the reactivation proposal to the Provost, who shall make the final decision.

The Provost shall notify the Chair of the Academic Senate of his or her decision.

- H. If the academic unit that made the suspension proposal fails to submit a reactivation proposal by six months prior to the anticipated end of the period of suspension, or if the reactivation proposal is not approved as provided in section III.G, then the dean of the college wherein the academic unit is housed shall make a recommendation regarding further action to the Provost. The Provost shall make the final decision to initiate reactivation, to start a Provost-initiated suspension process which follows the guidelines in section V of this document, or to initiate program discontinuance in accordance with section IV of this document.

If the academic unit responsible for the program is not housed in a college, the Associate Vice President of Academic Programs shall make a recommendation regarding further action to the Provost, who shall make the final decision.

The Provost shall notify the Chair of the Academic Senate of his or her final decision.

IV. PROGRAM DISCONTINUANCE INITIATED BY AN ACADEMIC UNIT

- A. If the program discontinuance is proposed by the academic unit responsible for the program, the proposal shall first be approved by a majority of its full-time faculty (tenure-track faculty and full-time lecturers). If the academic unit currently has no faculty members, then the chair or director of the academic unit may make the proposal. If the proposal involves an academic program that includes courses and faculty from more than one academic unit, then the proposal shall be approved by a majority of the full-time faculty (tenure-track faculty and full-time lecturers) who have program oversight responsibility and/or routinely teach courses in the program.
- B. Once approved as prescribed by section IV.A., the proposal for a program discontinuance shall be submitted to the dean of the college wherein the program is housed. If the discontinuance proposal involves an academic program that includes courses and faculty from other colleges, the dean of the college that houses the academic unit responsible for the program shall consult with the deans of the other colleges. Upon the dean's approval of the discontinuance, the proposal is submitted to the Associate Vice President of Academic Programs for review and submission to the Academic Senate for inclusion on the next available consent calendar.

V. PROGRAM SUSPENSION AND PROGRAM DISCONTINUANCE INITIATED ADMINISTRATIVELY

- A. Upon initiating or receiving a recommendation for program discontinuance or program suspension, the Provost shall consult with the dean of the college in which the program is housed, the program chair, and faculty directly involved in the program. The dean and the program chair shall submit written responses as part of this preliminary review. These written responses, plus any written responses from faculty involved in the program, shall be appended to the formal proposal for discontinuance, should the Provost make such a proposal.

In consultation with the dean, the Provost makes the decision whether or not to submit the recommendation to the Executive Committee of the Academic Senate and to initiate the review process.

- B. If informed by the Provost to enter into the review process, the Senate Executive Committee, in consultation with the appropriate dean and academic unit chair, shall establish an Ad Hoc Discontinuance/Suspension Review Subcommittee, consisting of at least seven members. The subcommittee shall include a member of the Planning, Resource, and Budget Committee (PRBC); a member of the Faculty Personnel Committee; a member of the University Curriculum Committee and/or a member of the Graduate Education Committee; two faculty members, one chosen by the program and one chosen by the Academic Senate; and other members as deemed appropriate by the Executive Committee. All previously documented evidence shall be forwarded to the Ad Hoc Discontinuance/Suspension Review Subcommittee.
- C. The Ad Hoc Discontinuance/Suspension Review Subcommittee holds a formal consultation with the program in question, holds at least one open hearing, collects and reviews evidence as described below, and makes a recommendation.
1. Evidence
 - a. The results of any written reports submitted by the Dean, Chair, and faculty.
 - b. Information gathered from consultation with the Chair and program faculty.
 - c. The two most recent Program Performance Reviews.
 - d. The most recent licensing and accreditation reports (if applicable).
 - e. Annual reports from the past five years if they exist.
 - f. Information gathered from open hearings.
 2. Recommendation
 - a. The written recommendation for continuation, suspension, or discontinuation must include a rationale and the criteria on which the recommendation was made.
 - b. A recommendation for continuation may, but is not required to, include recommendations for program improvements and suggestions for future administrative review.

- c. A recommendation for suspension shall include recommendations for program improvements and recommended conditions for program reinstatement.
 - d. The recommendation along with all gathered evidence is forwarded to the University Curriculum Committee and/or Graduate Education Committee.
 - e. Any comments on personnel issues must be made directly, separately, and confidentially to the Provost.
- D. The University Curriculum Committee and/or Graduate Education Committee review(s) the recommendation from the Ad Hoc Discontinuance/Suspension Review Subcommittee and the evidence as described below, and make(s) a recommendation.
- 1. Evidence
 - a. The results of any written reports submitted by the Dean, Chair, and faculty.
 - b. Information gathered from consultation with the Chair and program faculty.
 - c. The two most recent Program Performance Reviews.
 - d. The most recent licensing and accreditation reports (if applicable).
 - e. Annual reports from the past five years if they exist.
 - f. Information gathered from open hearings.
 - 2. Recommendation
 - a. The written recommendation for continuation or discontinuation must include a rationale and the criteria on which the recommendation was made.
 - b. A recommendation for continuation may, but is not required to, include recommendations for program improvements and suggestions for future administrative review.
 - c. A recommendation for suspension shall include recommendations for program improvements and recommended conditions for program reinstatement.
 - d. The recommendation along with all gathered evidence is forwarded to the Academic Senate.
 - e. Any comments on personnel issues must be made directly, separately, and confidentially to the Provost.
- E. The PRBC reviews the recommendation from the Ad Hoc Discontinuance/Suspension Review Subcommittee and the University Curriculum Committee and/or Graduate Education Committee, and the evidence as described below, and makes a recommendation.
- 1. Evidence
 - a. The results of any written reports submitted by the Dean, Chair, and faculty.
 - b. Information gathered from consultation with the Chair and program faculty.
 - c. The two most recent Program Performance Reviews.

- d. The most recent licensing and accreditation reports (if applicable).
- e. Annual reports from the past five years if they exist.
- f. Information gathered from open hearings.

2. Recommendation

- a. The written recommendation for continuation or discontinuation must include a rationale and the criteria on which the recommendation was made.
- b. A recommendation for continuation may, but is not required to, include recommendations for program improvements and suggestions for future administrative review.
- c. A recommendation for suspension shall include recommendations for program improvements and recommended conditions for program reinstatement.
- d. The recommendation along with all gathered evidence is forwarded to the Academic Senate.
- e. Any comments on personnel issues must be made directly, separately, and confidentially to the Provost.

F. The Academic Senate reviews the recommendation from the Ad Hoc Discontinuance/Suspension Review Subcommittee, the recommendation from the University Curriculum Committee and/or Graduate Education Committee, the recommendation from the PRBC, and the evidence as described below, and makes a recommendation.

1. Evidence

- a. The results of any written reports submitted by the Dean, Chair, and faculty.
- b. Information gathered from consultation with the Chair and program faculty.
- c. The two most recent Program Performance Reviews.
- d. The most recent licensing and accreditation reports (if applicable).
- e. Annual reports from the past five years if they exist.
- f. Information gathered from open hearings.

2. Recommendation

- a. The written recommendation for continuation or discontinuation must include a rationale and the criteria on which the recommendation was made.
- b. A recommendation for continuation may, but is not required to, include recommendations for program improvements and suggestions for future administrative review.
- c. A recommendation for suspension shall include recommendations for program improvements and recommended conditions for program reinstatement.
- d. The recommendation along with all gathered evidence is forwarded to the President.

- e. Any comments on personnel issues must be made directly, separately, and confidentially to the Provost.
- G. The President reviews the program for discontinuance or suspension and makes a decision.
- I. The review process shall be completed within one academic year and must adhere to the following deadlines:

Prior to September 1	Recommendation for program discontinuance or suspension is submitted to the Provost.
September 15	If, after consulting with college dean, the Provost decides to initiate the review process, the recommendation for program discontinuance is forwarded to the Executive Committee of the Academic Senate.
October 15	The Executive Committee establishes an Ad Hoc Discontinuance/Suspension Review Subcommittee.
December 1	The Ad Hoc Discontinuance/Suspension Review Subcommittee forwards its recommendation to the University Curriculum Committee and/or Graduate Education Committee.
February 15	The University Curriculum Committee and/or Graduate Education Committee forwards its/their recommendation(s) to the PRBC.
March 15	The PRBC forwards its recommendation to the Academic Senate.
April 15	The Academic Senate forwards its recommendation to the President.
Last day of classes of the Spring semester	The President shall announce their decision.

Source: University Curriculum Committee

EFFECTIVE DATE: July 2, 2018
 Supersedes: UPS 100.610 dated 7-7-06
 and ASD 06-92