

Policy on Discontinuance of Programs

(Approved 9/22/2022)

Policy on Discontinuance of Programs (Revised)

- A. Since it is within the Mission of the University to offer a wide selection of undergraduate and graduate degree programs, the decision to discontinue a program shall be made only after careful study and deliberation. A consistent pattern of cancellation of classes that are crucial to the completion of the program, evidence that the program is not academically justified, or lack of funds in the CSUN budget all may lead to consideration of program discontinuance. An initial proposal to discontinue an academic program can be made by the faculty of the program, the Dean of the school involved, the Educational Policies Committee, the Graduate Studies Committee, Provost, or the President of the University. For the purpose of this policy, an academic program is understood to mean:
- a. A degree program or an option, concentration, or emphasis within it;
 - b. A minor;
 - c. A teaching credential; or
 - d. A program leading to a University Program Certificate.
- B. Any department or program committee wishing to discontinue a program will follow the regular curriculum procedure which provides for full justification. The University will make provisions to enable students officially enrolled in discontinued programs to complete acceptable degree requirements within a reasonable period of time.
- C. Any proposal for the discontinuance of program originating outside a department or program committee will also require full justification and will be subject to the following conditions:
- a. A regularly scheduled or a specially requested review will precede any recommendation for discontinuance. If a special review is requested, the Office of the Associate Vice President for Undergraduate Studies or the

Assistant Vice President for Graduate Studies will conduct the special review which will take into account information and materials provided by the department, and recent self-evaluation or accreditation reports, and information and materials provided by the Central Administration. The special review will consider the possible impact of discontinuance on faculty and students, and the relationship of the program to other programs in the College and in the University and to other programs in the California State University. The Associate Vice President Undergraduate Studies or the Assistant Vice President for Graduate Studies will send copies of the special review to the department, the College Dean, the Educational Policies Committee and/or the Graduate Studies Committee as appropriate, Provost, and the President.

- b. The University will not recommend for discontinuance without prior consultation with the Chancellor's Office, programs designated by the California State University Project Team on Academic Programs (May, 1979) as basic (core) undergraduate programs.
 - c. The University will make provisions to enable students officially enrolled in the discontinued programs to complete acceptable degree requirements within a reasonable period of time.
 - d. In accordance with University personnel policies, the University will make every reasonable effort to place tenured and probationary faculty who are subject to lay-off as a result of program discontinuance in other suitable positions, and where feasible, will retrain affected faculty for a reasonable period to qualify them for another position within the University.
- D. All proposals for discontinuance originating outside a department or program committee will observe the following procedures:
- a. The Dean of the College in which the program resides will convene the College Curriculum Committee (or its appropriate counterpart) to consider the proposal for discontinuance. The Dean will also notify faculty and students involved in the program of the time and place when the proposal will be considered. Representative of faculty and students will have an opportunity to comment on the proposals and to present information and

arguments. The College Committee will then recommend either for or against discontinuance of the program.

- b. The Dean of the College will make an independent recommendation.
- c. The Dean will forward his or her recommendation and the of the ~~School~~ College Committee, along with all pertinent information to the Educational Policies Committee and/o the Graduate Studies Committee as appropriate.
- d. The Educational Policies Committee and/or the Graduate Studies Committee will consider the recommendations and any other relevant information and will make a recommendation for or against discontinuance. In the case of degree programs, this recommendation will be designated as a policy matter for Faculty Senate consideration. The Senate will forward its recommendation and all other recommendations to the President of the University.
- e. If the President decides to discontinue the program, the decision will be forwarded to the Office of the Chancellor for review. If the discontinuance is approved by the Chancellor, it will be noted in the next Academic Master Plan report.