

## **Degree Program Discontinuation**

**(Policy adopted by the Senate February 10, 1981; extracted from SDSU Senate September 5, 2023)**

### 1.0 Procedures

1.1. Proposals for the discontinuation of degree programs may be initiated by departments or schools, faculty members, college or university committees, or administrative officers of the University. Proposals shall specify mechanisms to protect the interests of students enrolled in such programs and, if possible, to allow the students to complete their degrees in a reasonable time. Proposals shall include a declaration of intent to effect (a) a degree program discontinuation or (b) the discontinuation of degree program with department or school dissolution. Proposals shall address employment options, informed by the applicable Collective Bargaining Agreement (CBA), for the affected tenured and probationary faculty and for permanent staff.

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

1.3. Proposals approved by the college dean shall be forwarded to the office of the Provost for university-wide distribution.

### 1.4. Undergraduate Proposals

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

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

1.4.3. Approved proposals shall be forwarded to the Senate as action items.

1.4.4. Approved proposals shall be forwarded to the President for final action.

### 1.5. Graduate Proposals

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

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

1.5.3. Approved proposals shall be forwarded to the Senate as action items.

1.5.4. Approved proposals shall be forwarded to the President for final action.

2.0 Dissolution of a Department or School: If a proposal for degree program discontinuation implies the dissolution of a department or school, this procedure shall be followed:

2.1. Proposals for the discontinuation of degree programs may be initiated by departments or schools, faculty members, college and university committees, or administrative officers of the university. Proposals shall specify means to protect the interests of students enrolled in the programs and, if possible, to allow those students to complete their degrees in a reasonable time. Proposals for degree program discontinuation shall include a declaration of intent to effect (a) a degree program discontinuation or (b) the discontinuation of degree program with department dissolution. Proposals shall address employment options, informed by the applicable Collective Bargaining Agreement (CBA), for the affected tenured and probationary faculty and for permanent staff.

2.2. Proposals shall be reviewed by designated department or school and college curriculum committees.

2.3. Proposals shall be reviewed by the dean or deans of the colleges. If the dean or deans determine that the proposal has no merit, this recommendation together with the original proposal shall be forwarded to the Provost. If the dean or deans determine that the proposal does have merit, the dean or deans shall form a special ad hoc committee to give the matter full and serious consideration. The ad hoc committee shall have at least five members, at least two of whom shall be department chairs or school directors with one chair or director drawn from an uninvolved college.

2.4. The ad hoc committee shall report its recommendations to the dean and the executive committee (or equivalent) of the colleges involved, and the dean shall subsequently transmit final recommendations to the Provost who shall in turn convey the recommendations with comments to the Committee on Academic Policy and Planning.

2.5. The Committee on Academic Policy and Planning shall seek broad consultation with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the affected degree program. The Committee shall forward its recommendations regarding deletions or transfer of programs to the Undergraduate Curriculum Committee for review. The Committee on Academic Policy and Planning shall present its recommendation regarding dissolution of a department or school to the Senate as an action item concurrent with the Undergraduate Curriculum Committee report on the deletion or transfer of programs.

- 2.6. The Undergraduate Curriculum Committee shall present its recommendations regarding the deletion or transfer of programs to the Senate as an action item.
- 2.7. Approved proposals shall be forwarded to the President for final action.