

**California State Polytechnic University, Pomona**  
**Policy on Academic Program Discontinuance, Merger or Movement**

I. Introduction:

Discontinuance, merger or movement of an academic program (collectively referred to as ‘discontinuance’ throughout this document) may be proposed for a variety of reasons. Executive Order EP & R 79-10 (Interim Policy on Discontinuance of Academic Programs) and EO EP & R 80-45 (Clarification of Interim Policy on Discontinuance of Academic Programs) set a general framework for each campus to develop its own procedures for program discontinuance. In a resolution adopted Nov. 13-14, 2003, the CSU Academic Senate also urged each campus to develop or review, as appropriate, policies on program discontinuance. The CSU Academic Senate emphasized in its resolution the faculty’s role in formulating such policies and procedures and urged that “any such policies embody the principles of joint decision-making and shared governance in the procedures they describe.”

The Academic Programs Committee at Cal Poly Pomona reviewed policies on discontinuance of academic programs adopted by the other CSU campuses. Some of these policies were adopted during the recent budgetary crisis; others were adopted nearly two decades ago. All of them, including the procedures followed at Cal Poly Pomona, share a basic concern for an orderly process based on collegiality and consultation. For example, in Chapter Six of the Cal Poly Pomona Curriculum Guide, we find that the “the discontinuance of an academic program may be initiated at any level. A proposal to consider such a change shall be submitted in writing to the Senate via the Department Chair, College Curriculum Committee, College Dean, and the (sic) Office of Undergraduate Studies...It is especially critical that interdepartmental consultation and inter-college consultation be carried out when appropriate.” A similar consultative process is required by Senate resolutions AS-672-878/EPC (1988) and AS-2216-067/AA (2007).

II. Scope:

This policy provides principles, decision variables, and a set of processes and procedures to be used in considering the discontinuance of academic programs. Academic programs covered by this policy include the following: a) undergraduate and graduate degree programs b) options c) minors; and d) credential programs.

III. Principles:

- A. In all cases primary consideration shall be given to how best to serve the mission of the University.
- B. Discussion surrounding the discontinuance of an academic program shall be guided by the following:
  - 1. A proposal to discontinue an academic program will ordinarily be the result of a regular Program Review, accreditation review, or an *ad hoc* consultative review of the program.

2. Any change of this kind must be considered within the framework of principles and processes as set forth by this document and as called for in EO EP & R 79-10.
3. The process shall provide the opportunity for participation of the academic community, including faculty, students, staff, and administration. It shall require careful examination of all pertinent factors, including but not limited to human, curricular, and budgetary considerations, alternative organizational structures, service to the community, external agency regulations, and the campus culture. The examination shall identify changes ancillary to the proposed change.
4. The consideration of alternative proposals shall include an analysis of the potential benefits and the potential costs of each alternative including hidden costs.
5. The perspectives and preferences of program faculty about where they might be located in any proposed academic structure shall be an important consideration in any proposal for program discontinuance.
6. Budgetary concerns do not in and of themselves comprise sufficient reason to discontinue a program.
7. A proposal to discontinue an academic program shall be reviewed by the Academic Senate. Executive Order EP and R 79-10 prohibits any action leading to the de facto or official discontinuance of an academic program before the Chancellor has commented on the proposal.

IV. The determination to discontinue a program will be based upon a review of the following:

- A. The importance of the program to the University's mission as articulated in the University mission statement, vision and core values;
- B. The quality of the program; and
- C. The efficiency of the program.

V. Decision Variables:

In considering a decision to discontinue a program, no one variable shall necessarily be deemed more crucial than any other; nor, likewise, is deficiency or low rating, in any one category necessarily sufficient for program discontinuance. The recommendation to discontinue a program shall not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all of the decision variables, within a process that is broadly consultative and collegial.

- A. Importance to the Institution
  1. To what extent the program is central to Cal Poly Pomona's mission as described in the mission statement, vision, and core values.
  2. To what extent the program's courses are central to the curriculum of a department, a college, or the University.
  3. To what extent the program provides a special service to the local community or to the State of California.

4. To what extent the program has demonstrated potential for external funding and support.
- B. Quality of the Program
1. To what extent the quality of the program is adequate to justify continuance in its present form. Program quality may be assessed by program review, external review, accreditation review, or an ad hoc review. The variables for evaluating program quality may include:
    - a. Ability of the faculty to offer and maintain a current and rigorous curriculum.
    - b. An effective assessment program that measures the extent to which students are achieving the desired learning outcomes and in which assessment data are used for program improvement.
    - c. Availability of resources adequate to maintain sufficient breadth, depth and coherence of the program;
    - d. Evidence of support for student success which may include:
      - i. Departmental advising program;
      - ii. Student commitment, motivation, and satisfaction;
      - iii. Co-curricular learning experiences that are relevant to the program goals such as internships, research experiences, study abroad;
      - iv. Other accomplishments by current and former students that reflect on program quality.
    - e. Demonstrated ability to attract and retain well-qualified faculty;
    - f. The quality of the program's faculty as demonstrated by teaching and participation in appropriate scholarly, creative and/or professional activity.
  2. To what extent the program's excellence and standing in its discipline enhances the reputation of the university.
- C. Efficiency and Demand for the Program
1. To what extent the program is cost-effective relative to disciplinary norms and compared to similar programs at comparable institutions. The measurements presented may include student-faculty ratio; total cost per FTEF; and total cost per FTES. Other discipline-specific variables may also be used.
  2. To what extent the present and projected demand for the program is sufficient. Demand for the program may be measured by one or more of the following:
    - a. The number of applications for admission received that meet minimum CSU eligibility requirements;
    - b. The number of students admitted;
    - c. The FTES generated in lower division, upper division, and/or graduate level courses that fulfill degree requirements of the program;
    - d. The number of students who completed the program;
    - e. The anticipated need of the California workforce for graduates of the program.

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## VI. Process:

For undergraduate and graduate degree programs, options, minors, and credential programs, this process involves the department, the college, the Academic Senate, the Provost and the President. For credential programs, this involves the program faculty and the college that offers the coursework, the Dean of the College of Education and Integrative Studies and the Provost. While every effort should be made to complete this process within one calendar year from the initial recommendation, as outlined by the Curriculum Schedule, failure to do so will not impact the ultimate outcome.

- A. Recommendation to discontinue a program may be initiated by the department faculty, or by the college dean or Provost.
1. When the recommendation is made by the Provost or the college dean responsible for the program, the Provost shall forward a recommendation to the Office of Academic Programs, which will prepare a referral to the Academic Senate. The Office of Academic Programs shall be responsible for distributing consultation forms to the department and college dean, the associate deans of the other colleges, and to other interested parties. If the department chooses to contest the recommendation, it shall be given a period of one academic quarter, excluding summer, following receipt of the consultation form from the Office of Academic Programs to submit a response.
  2. When the program or department faculty recommend discontinuance of their program, the recommendation shall be submitted via the department to the College Curriculum Committee and to the dean for endorsement. The associate dean shall be responsible for consultation as outlined in the Curriculum Guide. The dean shall forward the proposal with a recommendation, to the Provost who shall forward the proposal, again with a recommendation, to the Office of Academic Programs. The Office of Academic Programs shall prepare a referral to the Academic Senate for consideration.
  3. Each recommendation must be accompanied by documentation that indicates specific reasons for discontinuance based on the decision variables above.
  4. Each recommendation must include information regarding the potential effect on the future employment status of faculty and staff in the program.
  5. The Academic Programs Committee, as delegated by the Academic Senate, shall review the relevant documents and consult, as appropriate, with relevant individuals or bodies on campus before making its recommendation to the Academic Senate. The Academic Senate shall review the proposal and indicate approval or denial of the recommendation.
  6. The President shall review the proposal and indicate approval or denial of the recommendation.
  7. If the recommendation is approved, the Office of Academic Programs shall forward it to the Chancellor.
- B. If a program is to be discontinued, the department offering the program shall develop a plan to close the program within one academic quarter, excluding summer, after the Chancellor has commented on the discontinuance. It shall

include roadmaps that allow students to continue on a reasonable path to a degree. The plan shall include information about possible other programs at Cal Poly Pomona and programs at nearby institutions for possible transfer.

1. The plan shall include the following dates:
  - a. The date after which no new students shall be admitted to the program;
  - b. The date after which the program shall be ended.
2. It will be the responsibility of academic departments to advise students currently enrolled in the discontinued program, as well as students who have recently applied for admission to the program.
3. The Office of Academic Programs shall be responsible for coordinating the discontinuance with the Admissions Office, the Registrar's Office, and Institutional Research & Academic Resources, and other interested parties on campus.

**Approved, December 13, 2011**