



Updating the CSUB Policy on Discontinuance of Academic Degree Programs

RES 242529

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RESOLVED: The Academic Senate adopts the April, 2025 version of the CSU Bakersfield Policy on Discontinuance of Academic Degree Programs (attached).

RATIONALE: The existing Policy on Discontinuance of Academic Degree Programs (“discontinuation policy”) includes many complexities that reduce efficiency and create unnecessary burden. Compared to the existing policy, the update is designed to have several strengths.

1. It removes the “Dean of Undergraduate Studies” as a position that can initiate program discontinuance. CSUB does not currently have a Dean of Undergraduate Studies, and the five other positions or groups listed are more suited to initiate this process.
2. It specifies that the written request for the review of an academic program for the purpose of determining whether program discontinuance shall include all full-time temporary faculty who teach in the program, and that notification should be received at the same time as other positions or groups (i.e., Provost, Deans involved in the administration of the program, Academic Senate, tenured and probationary faculty who teach in the program).
3. It allows for any of the above positions (i.e., Provost, Deans involved in the administration of the program, Academic Senate (by majority vote), all tenured, probationary, and full-time temporary faculty who are affected by the program (by majority vote) to object to the proposed discontinuance.
4. It updates the review process to be managed primarily by the Academic Senate, who is responsible for the curriculum.
 - a. The Executive Committee is tasked with issuing a call for vote on discontinuation, a call for comments from students, and a request for comments from the University community at large.
 - b. This information is then passed on to the University Program Review Committee, a group currently managed by Academic Senate, to handle

most of the tasks currently handled by the discontinued (ad-hoc) Special Review Committee.

5. It ensures that if a program discontinuance is official, the President shall notify all campus faculty, students, staff, and administrators, as well as all units, advisors, and agencies involved in advising or providing information regarding academic programs. This is meant to enhance communication, and allow for appropriate planning and curricular adjustment.

Based on the duration of this process, gravity of the process, and rightful involvement of multiple stakeholders in the interest of shared governance, written requests for the review of an academic program for the purpose of determining whether program discontinuation is warranted are expected to be completed early within an academic year if this process is to be completed by the end of the academic year.

Attachments:

1. Proposed CSUB Bakersfield Policy on Discontinuance of Academic Degree Programs (Revised: April, 2025)
2. [Current CSUB Bakersfield Policy on Discontinuance of Academic Degree Programs](#)

Distribution List:

President
Provost and VP for Academic Affairs
VP for Student Affairs
VP for Strategic Enrollment Management
AVP for Academic Affairs and Dean of Academic Programs
University Program Review Committee
College Deans
College Associate Deans
EEGO Dean
Dean of Libraries
Department Chairs
General Faculty

Approved by the Academic Senate: May 1, 2025

Sent to the President: May 13, 2025

President Approved: May 28, 2025

CSU BAKERSFIELD POLICY ON DISCONTINUANCE OF ACADEMIC DEGREE PROGRAMS

The following policy statement describes the procedures and requirements under which an academic degree program can be considered for discontinuance at California State University, Bakersfield. Program discontinuation is a seldom used but important component to the long-range planning of the University. It affords the University a deliberate process of program evaluation, and when done well, produces substantial consensus regarding the future direction of the department, college and/or university. Program discontinuation is not an appropriate procedure for addressing short-term financial crises or personnel problems. It is an appropriate process for evaluating the relevance and vitality of specific programs where substantial doubts exist as to the program's future viability and responsiveness. Normally, these doubts will be raised first by the faculty directly responsible for the program or will arise out of the normal program review process.

Six criteria govern decisions regarding discontinuance of an existing academic degree program. In each instance, strategies to strengthen or modify the program shall receive first and serious consideration as alternatives to discontinuance.

1. The overall quality of a program is an essential factor in decision making. There are many forms of supporting evidence that lead to conclusions regarding overall quality. For example, evidence of excellence in teaching, academic program reviews, accrediting agency reports, reputation within the discipline (including published surveys) and reputation across the campus, evidence of faculty and student scholarship, timeliness of the curriculum, currency of the faculty, and efforts to mentor and involve students in intellectual and creative pursuits attest to qualitative achievements.
2. Centrality of a program to the University is another consideration. This criterion basically addresses whether the University might fulfill its mission were this program to be eliminated.
3. Need is an important consideration. Both internal and external factors determine need. Internal considerations are related to the University's mission. It is the mission of California State University, Bakersfield, to be a comprehensive university which offers a variety of degree programs in the liberal arts and professions. Also, the instructional contributions of a degree program to other programs are important. External factors include the needs of our regional population, the clientele we serve, and to some extent, current student demand.
4. Diversity is an important criterion when considering program discontinuance. Faculty, students, and a curriculum which reflects diversity contribute to our ability to create this environment and better model a changing population.

5. Degree program size is a consideration. To be effective a degree program must have a sufficient number of faculty to provide a reasonable exposure to the discipline and a sufficient number of students to ensure the integrity and continuity of the curriculum.
6. Cost and resource generation are appropriate criteria. In determining cost, the following factors are useful: student/faculty ratio, factors that determine resource generation, program administration costs, anticipated future outlays, and a judgment about maximum utilization of resources. When appropriate, the ability to generate outside revenue can be balanced against cost factors.

Initiation of Program Discontinuance Procedures

A written request for the review of an academic program for the purpose of determining whether program discontinuance is warranted may be made by any one of the following parties:

1. the Chair of the degree program with the written approval of a majority of the tenured and probationary faculty in the program or, in appropriate instances, the program committee;
2. the Dean of the College in which the program is housed;
3. the Dean of Academic Programs
4. a majority vote of the Academic Senate; or
5. a majority vote of the University Program Review Committee.

Such a request shall be simultaneously submitted in writing to:

1. the Provost and Vice President for Academic Affairs;
2. all Deans involved in the administration of the program;
3. the Academic Senate;
4. all tenured and probationary faculty who teach in the program; and
5. all full-time temporary faculty who teach in the program; and

All part-time faculty who teach in the program shall also be informed of this request.

The letter making this request must clearly indicate the specific reasons for the suggested program discontinuance and include the most recent report on the program from the University Program Review Committee and the most recent MOUAP from the University Program Review Committee as supplementary attachments. A copy of this CSU Bakersfield Policy on Discontinuance of Academic Programs shall also be included as an attachment.

If within 14 calendar days* of receipt of this notification letter, none of the following parties -the Provost and Vice President of Academic Affairs; any Dean involved in the administration of the program; the Academic Senate (by majority vote); or the tenured, probationary and full-time temporary faculty in the affected program (by majority vote) submits a written objection to the proposed discontinuance to the Provost and Vice President for Academic Affairs and Chair of the Academic Senate, a recommendation for discontinuance will be sent to the Academic Senate. The Executive Committee of the Academic Senate shall then prepare a resolution recommending discontinuance to be voted on by Academic Senate within 21 days.

If within 14 calendar days of receipt of the letter requesting program discontinuance at least one of those parties has objected to discontinuance, then the following procedures must be followed before a recommendation for program discontinuance can be made to the President.

*“Calendar days” exclude holidays when the campus is closed, Spring Break, and the breaks between semesters wherever the term is used in this document.

Academic Senate Review

Within 21 calendar days of receipt of a letter objecting to a proposed program discontinuance from one of the parties listed above, the Executive Committee of the Academic Senate shall complete the following procedures:

1. Issue a call for a vote on program discontinuation by every full-time faculty member who has taught in the program for the last two years
2. Voting results shall be made available to the Executive Committee of the Academic Senate (i.e., number of faculty voting in favor of discontinuation, number of faculty voting against discontinuation, and number of faculty abstaining from voting on discontinuation)
 - a. The voting period shall last between 7 and 14 calendar days
3. Issue a request for comments from students presently enrolled in the program to provide written statements regarding the proposed program discontinuance
 - a. Comments shall be submitted within 14 calendar days of the request for comment
4. Issue a request for comments from the University community at large, to allow for written statements and to ensure that the University community at large has an opportunity to express its views
 - a. Comments shall be submitted within 14 calendar days of the request for comment

After completing the above procedures, the Executive Committee of the Academic Senate shall forward all materials and documentation collected (i.e., results of the vote on program discontinuation by every full-time faculty members who has taught in the program for the last two years, comments from students presently enrolled in the program, and comments from the University community at large) to the University Program Review Committee within 7 calendar days.

The University Program Review Committee shall then begin a formal review process and prepare a written report and recommendation.

The review shall address the following points:

1. an evaluation of the academic quality of the program
2. an analysis of the cost and resource generation, over time, of the program;
3. study of enrollment trends over the past ten years, present enrollment in the program, and projected future enrollment;

4. consideration of alternatives that might increase the quality and/or student enrollment in the program, as needed;
5. consideration of alternatives for providing additional financial support for the program, as needed,
6. assessment of specific community needs served by the program;
7. assessment of the favorable and unfavorable impact that discontinuance of the program would have on other degree programs, other campus activities, and the curricular priorities and mission of the University;
8. study of the possible impact of program termination on faculty in that program and evaluation of possible on-campus faculty transfers which might occur, based on faculty skills, training, and desire as well as campus need; and
9. consideration of the impact discontinuance of the program would have on students presently enrolled.

Upon completion of its review procedures, above, the University Program Review Committee shall make a written report and recommendation to the Executive Committee of the Academic Senate and the Provost and Vice President for Academic Affairs. This shall include any minority reports from the University Program Review Committee.

The University Program Review Committee shall complete its tasks within 49 calendar days of receiving the request.

The Senate Executive Committee shall forward the University Program Review Committee's report and recommendations for review and response or rebuttal by the Faculty Affairs Committee, Academic Affairs Committee, and the Budget and Planning Committee. The Provost and Vice President for Academic Affairs shall forward the report to the appropriate Dean(s) and the affected department for review and response or rebuttal. A minimum of 14 and maximum of 28 calendar days will be allowed for review and response or rebuttal to the University Program Review Committee's report and recommendation by the committees, Dean(s) and affected department.

All responses or rebuttals shall be forwarded to the Executive Committee of the Academic Senate. The Executive Committee of the Academic Senate shall prepare a resolution for final vote in the Academic Senate within 21 calendar days.

The (a) report and recommendation from the University Program Review Committee, (b) Academic Senate resolution, (c) voting results of the resolution, and (d) all responses or rebuttals received from the Faculty Affairs Committee, Academic Affairs Committee, Budget and Planning Committee, Dean(s), and the affected department, shall be compiled by the Executive Committee of the Academic Senate and forwarded to the President within 10 calendar days.

The Chair of the Academic Senate and the Provost and Vice President for Academic Affairs may make a written request to the President for additional time at any step in this process.

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The President, in consultation with the Academic Senate and the Provost and Vice President for Academic Affairs, shall make the final decision on program discontinuance.

CSU Program Discontinuance Procedures

If the President decides that program discontinuance is warranted, the campus will follow these procedures required by EP&R 79-10 regarding review by the Chancellor of program discontinuance proposals:

1. The campus President shall inform the Chancellor of the proposed discontinuance.
2. The Chancellor will review the proposal for system-wide effects with the advice from whatever groups he/she deems appropriate, and may request additional information from the campus if needed for this review.
3. The Chancellor will ordinarily provide comments on all such proposals within 30 days and will inform the President of any system concerns so that these may be considered in the final decision.
4. The President will not take any administrative action leading to the de facto or official discontinuance of an academic program before the Chancellor has commented on the proposal.

In the event the President's final decision is official discontinuance of an academic program, a cut-off date shall be announced immediately beyond which no new students, including transfer students, will be permitted to enter the program. All students currently listed by the Registrar as participants in this program shall receive written notification of the program discontinuance no more than 15 days after the official announcement by the President.

In the event of the official discontinuance of an academic program, the President shall notify all campus faculty, students, staff, and administrators. This advanced notice is intended to allow for appropriate planning and curricular adjustment. Notice that the program has been discontinued will be sent to all advisors, units, and agencies involved in advising or providing information regarding academic programs at CSU Bakersfield.

Plans and alternatives shall be developed to allow currently enrolled students to complete a degree program. Students currently enrolled in the program should be given the opportunity to provide both written and oral statements regarding the alternatives available. These alternatives may include:

1. completion of the program requirements by a certain date in order to receive the specified degree from this University;
2. completion of a closely related program offered by this campus;
3. completion of a similar program, if any, offered by other institutions within the California State University system; and
4. use of substitutions to meet this campus's requirements for the program.

The President, in consultation with appropriate administrators and faculty committees, shall make every effort to assist in the placement of faculty members displaced by program discontinuance in other appropriate programs or activities in the University or on other campuses in the California State University System. Normally, an academic program shall continue to serve its current students for at least two full semesters following an official announcements of

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program discontinuance by the President. During this transition period, course offerings should be designed to assist students in the program to complete the program requirements.

Timeline for Program Discontinuation

Step 1 (Day 0)

1. Written request for review of an academic program for the purpose of determining whether program discontinuance is warranted received by the (a) Provost and Vice President for Academic Affairs, (b) all Deans involved in the administration of a program, (c) the Academic Senate, (d) all tenured and probationary faculty who teach in the program, (e), all full-time temporary faculty who teach in the program, and (f) all part-time faculty who teach in the program.

Step 2 (Days 1 to 14)

2. After 14 calendar days of receipt of this letter:
 - a. If no objection to the proposed discontinuation is submitted by either the Provost and Vice President for Academic Affairs, any Dean involved in the administration of the program, the Academic Senate (by majority vote), or a majority of tenured, probationary, or full-time temporary faculty members in the program is received, then a recommendation for discontinuation will be sent to the President by the Executive Committee of the Academic Senate. The Executive Committee of the Academic Senate shall then prepare a resolution recommending discontinuance, which will be voted on by the Academic Senate within 21 days.
 - b. If either the Provost and Vice President for Academic Affairs, any Dean involved in the administration of the program, the Academic Senate (by majority vote), and a majority of tenured, probationary, or full-time temporary faculty members in the program submit a written objection to the Provost and Vice President for Academic Affairs and Chair of the Academic Senate, then Academic Senate Review will be initiated.

Step 3 (Days 14 to 35)

3. The Executive Committee of the Academic Senate shall complete the following within 21 calendar days
 - a. Issue a call for vote on vote on program discontinuation by every full-time faculty member who has taught in the program for the last two years
 - b. Issue a request for comment from students presently enrolled in the program to provide written statements regarding the proposed program discontinuance
 - c. Issue a request for comment from the University community at large to allow for written statements and to ensure that the University community at large has an opportunity to express its views

Step 4 (Days 35 to 42)

4. Within 7 days of completing Step 3, the Executive Committee of the Academic Senate shall forward all materials and documentation collected to the University Program Review Committee

Step 5 (Days 42 to 91)

5. The University Program Review Committee completes its tasks within 49 days

Step 6 (Days 91 to 119)

6. Responses or rebuttals to the University Program Review Committee's report and recommendation from the Faculty Affairs Committee, Academic Affairs Committee, Budget and Planning Committee, Dean(s), and affected department must be received by the Executive Committee of the Academic Committee of the Academic Senate and the Provost and Vice President for Academic Affairs within 28 calendar days

Step 7 (Days 119 to 140)

7. The Executive Committee of the Academic Senate shall prepare a resolution for final vote in the Academic Senate within 21 calendar days.

Step 8 (Days 140 to 150)

8. The Executive Committee of the Academic Senate shall forward materials (i.e., report and recommendation from University Program Review Committee, resolution with voting results, and all responses or rebuttals) to the President.

Step 9

The President, in consultation with the Academic Senate and the Provost and Vice President for Academic Affairs, shall then make their final decision on program discontinuance.

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CSU BAKERSFIELD POLICY ON DISCONTINUANCE OF ACADEMIC DEGREE PROGRAMS

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Six criteria govern decisions regarding discontinuance of an existing academic degree program. In each instance, strategies to strengthen or modify the program shall receive first and serious consideration as alternatives to discontinuance.

1. The overall quality of a program is an essential factor in decision making. There are many forms of supporting evidence that lead to conclusions regarding overall quality. For example, evidence of excellence in teaching, academic program reviews, accrediting agency reports, reputation within the discipline (including published surveys) and reputation across the campus, evidence of faculty and student scholarship, timeliness of the curriculum, currency of the faculty, and efforts to mentor and involve students in intellectual and creative pursuits attest to qualitative achievements.
2. Centrality of a program to the University is another consideration. This criterion basically addresses whether the University might fulfill its mission were this program to be eliminated.
3. Need is an important consideration. Both internal and external factors determine need. Internal considerations are related to the University's mission. It is the mission of California State University, Bakersfield, to be a comprehensive university which offers a variety of degree programs in the liberal arts and professions. Also, the instructional contributions of a degree program to other programs are important. External factors include the needs of our regional population, the clientele we serve, and to some extent, current student demand.
4. Diversity is an important criterion when considering program discontinuance. Faculty, students, and a curriculum which reflects diversity contribute to our ability to create this environment and better model a changing population.

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5. Degree program size is a consideration. To be effective a degree program must have a sufficient number of faculty to provide a reasonable exposure to the discipline and a sufficient number of students to ensure the integrity and continuity of the curriculum.
6. Cost and resource generation are appropriate criteria. In determining cost, the following factors are useful: student/faculty ratio, factors that determine resource generation, program administration costs, anticipated future outlays, and a judgment about maximum utilization of resources. When appropriate, the ability to generate outside revenue can be balanced against cost factors.

Initiation of Program Discontinuance Procedures

A written request for the review of an academic program for the purpose of determining whether program discontinuance is warranted may be made by any one of the following parties:

1. the Chair of the degree program with the written approval of a majority of the tenured and probationary faculty in the program or, in appropriate instances, the program committee;
2. the Dean of the College in which the program is housed;
3. the Dean of Academic Programs
4. a majority vote of the Academic Senate; or
5. a majority vote of the University Program Review Committee.

Such a request shall be simultaneously submitted in writing to:

1. the Provost and Vice President for Academic Affairs;
2. all Deans involved in the administration of the program;
3. the Academic Senate;
4. all tenured and probationary faculty who teach in the program; and
5. all full-time temporary faculty who teach in the program; and

All part-time faculty who teach in the program shall also be informed of this request.

The letter making this request must clearly indicate the specific reasons for the suggested program discontinuance and include the most recent report on the program from the University Program Review Committee and the most recent MOUAP from the University Program Review Committee as supplementary attachments. A copy of this CSU Bakersfield Policy on Discontinuance of Academic Programs shall also be included as an attachment.

If within **14** calendar days* of receipt of this notification letter, none of the following parties ~~is~~ (the Provost and Vice President of Academic Affairs; ~~is~~ any Dean involved in the administration of the program; ~~is~~ the Academic Senate (by majority vote); ~~is~~ or the tenured, probationary and full-time temporary faculty in the affected program (by majority vote) submits ~~a~~ written objection to the proposed discontinuance to the Provost and Vice President for Academic Affairs and Chair of the Academic Senate, a recommendation for discontinuance will be sent to the Academic Senate; ~~which will then create a resolution with their recommendations to the President.~~ The Executive Committee of the Academic Senate shall then prepare a resolution recommending discontinuance

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[to be voted on by Academic Senate within 21 days.](#)

If within **14** calendar days of receipt of the letter requesting program discontinuance at least one of those parties has objected to discontinuance, then the following procedures must be followed before a recommendation for program discontinuance can be made to the President.

*“Calendar days” exclude [holidays when the campus is closed, Spring Break, and](#) the breaks between semesters wherever the term is used in this document.

Academic Senate Review

Within ~~7~~**21** calendar days of receipt of a letter objecting to a proposed program discontinuance from one of the parties listed above, the Executive Committee of the Academic Senate shall complete the following procedures ~~within 7 calendar days:~~

1. Issue a call for a vote on program discontinuation by every full-time faculty member who has taught in the program for the last two years
2. Voting results shall be made available to the Executive Committee of the Academic Senate (i.e., number of faculty voting in favor of discontinuation, number of faculty voting against discontinuation, and number of faculty abstaining from voting on discontinuation)
 - a. The voting period shall last ~~at least~~ between **7** and **14** calendar days
3. Issue a request for comments from students presently enrolled in the program to provide written statements regarding the proposed program discontinuance
 - a. Comments shall be submitted within **14** calendar days of the request for comment
4. Issue a request for comments from the University community at large, to allow for written statements and to ensure that the University community at large has an opportunity to express its views
 - a. Comments shall be submitted within **14** [calendar](#) days of the request for comment

After completing the above procedures, the Executive Committee of the Academic Senate shall forward all materials and documentation collected (i.e., results of the vote on program discontinuation by every full-time faculty members who has taught in the program for the last two years, comments from students presently enrolled in the program, and comments from the University community at large) to the University Program Review Committee within **7** calendar days.

The University Program Review Committee shall then begin a formal review process [and prepare a written report and recommendation.](#)

The review shall address the following points:

1. an evaluation of the academic quality of the program
2. an analysis of the cost and resource generation, over time, of the program;

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3. study of enrollment trends over the past ten years, present enrollment in the program, and projected future enrollment;
4. consideration of alternatives that might increase the quality and/or student enrollment in the program, as needed;
5. consideration of alternatives for providing additional financial support for the program, as needed,
6. assessment of specific community needs served by the program;
7. assessment of the favorable and unfavorable impact that discontinuance of the program would have on other degree programs, other campus activities, and the curricular priorities and mission of the University;
8. study of the possible impact of program termination on faculty in that program and evaluation of possible on-campus faculty transfers which might occur, based on faculty skills, training, and desire as well as campus need; and
9. consideration of the impact discontinuance of the program would have on students presently enrolled.

~~This final report must include the opportunity for minority reports from the University Program Review Committee.~~

Upon completion of its review procedures, above, the University Program Review Committee shall make a written report ~~and final recommendation~~ and recommendation to the Executive Committee of the Academic Senate and the Provost and Vice President for Academic Affairs. This shall include any minority reports from the University Program Review Committee.

The University Program Review Committee shall complete its tasks within 4944 calendar days of receiving the request.

The Senate Executive Committee shall forward the University Program Review Committee's ~~final report~~ and recommendations for review and response or rebuttal ~~comment~~ by the Faculty Affairs Committee, Academic Affairs Committee, and the Budget and Planning Committee. The Provost and Vice President for Academic Affairs shall forward the report to the appropriate Dean(s) and the affected department for review and response or rebuttal. ~~The Academic Senate will then create a resolution with their recommendations to the President.~~

A minimum of 14 and maximum of 28 calendar days will be allowed for review and response or rebuttal ~~of and rebuttal~~ to the University Program Review Committee's ~~final report and~~ recommendation by the committees, Dean(s) and affected department.

All responses or rebuttals shall be forwarded to the Executive Committee of the Academic Senate. The Executive Committee of the Academic Senate shall prepare a resolution for final vote in the Academic Senate within 21 calendar days. A copy of this report and any written rebuttals or statements should then be forwarded to the Executive Committee of the Academic Senate and the Provost and Vice President for Academic Affairs for final review.

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The (a) report and recommendation from the University Program Review Committee, (b) Academic Senate resolution, (c) voting results of the resolution, and (d) all responses or rebuttals received from the Faculty Affairs Committee, Academic Affairs Committee, Budget and Planning Committee, Dean(s), and the affected department, shall be compiled by the Executive Committee of the Academic Senate and forwarded to the President within 10 calendar days.

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The Chair of the Academic Senate and the Provost and Vice President for Academic Affairs may make a written request to the President for additional time at any step in this process.

The President, in consultation with the Academic Senate and the Provost and Vice President for Academic Affairs, shall make the final decision on program discontinuance.

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CSU Program Discontinuance Procedures

If the President decides that program discontinuance is warranted, the campus will follow these procedures required by EP&R 79-10 regarding review by the Chancellor of program discontinuance proposals:

1. The campus President shall inform the Chancellor of the proposed discontinuance.
2. The Chancellor will review the proposal for system-wide effects with the advice from whatever groups he/she deems appropriate, and may request additional information from the campus if needed for this review.
3. The Chancellor will ordinarily provide comments on all such proposals within 30 days and will inform the President of any system concerns so that these may be considered in the final decision.
4. The President will not take any administrative action leading to the de facto or official discontinuance of an academic program before the Chancellor has commented on the proposal.

In the event the President's final decision is official discontinuance of an academic program, a cut-off date shall be announced immediately beyond which no new students, including transfer students, will be permitted to enter the program. All students currently listed by the Registrar as participants in this program shall receive written notification of the program discontinuance no more than 15 days after the official announcement by the President.

In the event of the official discontinuance of an academic program, the President shall notify all campus faculty, students, staff, and administrators. This advanced notice is intended to allow for appropriate planning and curricular adjustment. Notice that the program has been discontinued will be sent to all advisors, units, and agencies involved in advising or providing information regarding academic programs at CSU Bakersfield.

Plans and alternatives shall be developed to allow currently enrolled students to complete a degree program. Students currently enrolled in the program should be given the opportunity to provide both written and oral statements regarding the alternatives available. These alternatives may include:

1. completion of the program requirements by a certain date in order to receive the specified degree from this University;
2. completion of a closely related program offered by this campus;

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3. completion of a similar program, if any, offered by other institutions within the California State University system; and
4. use of substitutions to meet this campus's requirements for the program.

The President, in consultation with appropriate administrators and faculty committees, shall make every effort to assist in the placement of faculty members displaced by program discontinuance in other appropriate programs or activities in the University or on other campuses in the California State University System. Normally, an academic program shall continue to serve its current students for at least two full semesters following an official announcements of program discontinuance by the President. During this transition period, course offerings should be designed to assist students in the program to complete the program requirements.

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Timeline for Program Discontinuation

Step 1 (Day 0)

1. Written request for review of an academic program for the purpose of determining whether program discontinuance is warranted received by the (a) Provost and Vice President for Academic Affairs, (b) all Deans involved in the administration of a program, (c) the Academic Senate, (d) all tenured and probationary faculty who teach in the program, (e), all full-time temporary faculty who teach in the program, and (f) all part-time faculty who teach in the program.

Step 2 (Days 1 to 14)

2. After 14 calendar days of receipt of this letter:
 - a. If no objection to the proposed discontinuation is submitted by either the Provost and Vice President for Academic Affairs, any Dean involved in the administration of the program, the Academic Senate (by majority vote), or a majority of tenured, probationary, or full-time temporary faculty members in the program is received, then a recommendation for discontinuation will be sent to the President by the Executive Committee of the Academic Senate. [The Executive Committee of the Academic Senate shall then prepare a resolution recommending discontinuance, which will be voted on by the Academic Senate within 21 days.](#)
 - b. If either the Provost and Vice President for Academic Affairs, any Dean involved in the administration of the program, the Academic Senate (by majority vote), and a majority of tenured, probationary, or full-time temporary faculty members in the program submit a written objection to the Provost and Vice President for Academic Affairs and Chair of the Academic Senate, then Academic Senate Review will be initiated.

Step 3 (Days 14 to ~~24~~35)

3. The Executive Committee of the Academic Senate shall complete the following within [7](#)
[21](#) calendar days
 - a. Issue a call for vote on vote on program discontinuation by every full-time faculty member who has taught in the program for the last two years

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- b. Issue a request for comment from students presently enrolled in the program to provide written statements regarding the proposed program discontinuance
- c. Issue a request for comment from the University community at large to allow for written statements and to ensure that the University community at large has an opportunity to express its views

Step 4 (Days 24-35 to 4228)

4. Within 7 days of completing Step 3, the Executive Committee of the Academic Senate shall forward all materials and documentation collected to the University Program Review Committee

Step 5 (Days 4228 to 7291)

5. The University Program Review Committee completes its tasks within ~~44-63~~ 49 days

Step 6 (Days 91 to 400119)

6. Responses or rebuttals to the University Program Review Committee's report and recommendation from the Faculty Affairs Committee, Academic Affairs Committee, Budget and Planning Committee, Dean(s), and affected department to the University Program Review Committee's report and recommendation must be received by the Executive Committee of the Academic Committee of the Academic Senate and the Provost and Vice President for Academic Affairs ~~must be submitted~~ within 28 calendar days

Step 7 (Days 119 to 140)

7. The Executive Committee of the Academic Senate shall prepare a resolution for final vote in the Academic Senate within 21 calendar days.

Step 8 (Days 140 to 150)

- ~~6.8.~~ The Executive Committee of the Academic Senate shall forward materials (i.e., report and recommendation from University Program Review Committee, resolution with voting results, and all responses or rebuttals) to the President.

Step 79

~~In the event that the above procedures are followed, Steps 1 through 6 shall normally be completed within 100 days of the initial request for review of an academic program for the purpose of determining whether program discontinuance is warranted.~~

The President, in consultation with the Academic Senate and the Provost and Vice President for Academic Affairs, shall then make their final decision on program discontinuance.

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