

Standards for Continuation and Procedures  
for Termination of a Graduate Program

## I. PURPOSE

The purpose of this policy is to describe the general standards continuing graduate programs are expected to meet and to set forth the procedures for terminating a graduate program if the program fails to meet the standards for continuation.

## II. STANDARDS

### A. Statement of Mission and Objectives

1. Each graduate program is required to have a statement of mission and objectives. The department (or departments or school(s)/college(s) in the case of interdisciplinary graduate programs) should review the statement of mission and objectives periodically and should keep the statement current for the purposes of:
  - a. Providing direction for curriculum review and design
  - b. Guiding students in selection of graduate programs
  - c. Directing faculty members in implementing the program
  - d. Setting priorities for allocation of resources
2. The mission and objectives must be consonant with the mission and objectives of the University and with the school(s)/college(s) in which the graduate program is offered.
3. The statement of mission and objectives should address the future academic, personal, and professional endeavors of graduates the program is intended to serve.
4. The mission and objectives should guide personnel, resources, and facilities planning.

### B. Curriculum

1. The curriculum must be designed to meet or exceed the prevailing standards of appropriate accrediting bodies.
2. All courses within the curriculum are required to be (a) either graduate courses or (b) specifically approved undergraduate courses for which clearly designated additional learning experiences are planned to warrant inclusion in the graduate curriculum. The latter courses should not exceed nine units or 30% of any graduate degree program.
3. Courses in the curriculum must be scheduled and offered in a pattern that permits any student to complete the program within a period no longer than that stated in literature for current and prospective students (including the University Catalog).
4. All courses included in the curriculum must be taught by qualified members of the faculty, who normally have earned a terminal degree in the discipline. (See II.D.3 below).
5. Theses, projects, and comprehensive examinations used as culminating experiences must be rigorous and demonstrate high standards of quality.

### C. Graduate Students

1. a. The current and prospective number of students in graduate programs must be adequate for an appropriate schedule of courses. (See II.B.3. above).
- b. The number of students must be adequate to support a proper learning environment in the graduate program.
- c. The number must be sufficient to generate resources adequate to support the program, except when subsidies may be used from identified, willing sources. (See II.D. below)
- d. All graduate programs should have a recruitment/retention plan which is updated regularly.
2. a. The qualifications of students must be appropriate for the mission and goals of the program.
- b. The mix of students must be appropriate for the mission and goals of the program.
3. The graduates of the program must benefit from graduate study. A high percentage of students receiving degrees from a graduate program should have the opportunity to move to the academic, personal, or professional positions for which the program is designed.

### D. Faculty and Other Resources

1. The department (or department(s) or school(s)/college(s) in the case of interdisciplinary programs) is/are responsible for providing the faculty and other resources needed to support the graduate program. The Chair (or Dean) is expected to account for the generation and flow of resources so that any subsidies from one program to another are clearly identified in any instance involving a graduate program under his or her jurisdiction.
2. The department(s) or school(s) must have a written policy that determines which faculty will teach in the graduate program.
3. Each program must have designated a group of faculty members to support the program and to serve as the consultative body for the program, the Graduate Faculty Group<sup>1</sup>.
4. The variety of faculty expertise must be appropriate for the program. The program's Graduate Faculty Group shall be consulted about the justification for new positions, the position description for any faculty searches, and selection of nominees for the position as these affect the continuing support of the graduate program.
5. The program's Graduate Faculty Group is responsible for recommending the minimum level of resources essential to support the program. These include library resources, space, faculty, administrative support, computer and other equipment, computer software, and equipment maintenance. The Chair (or Dean) is expected to respond to those recommendations annually in the budgeting process, and to prepare plans for providing the essential resources. (This section is not intended to deal with "desirable" levels of support. It is intended to deal with that level of resource support that is essential; with less, the program should be terminated.)

### E. Program and Student Outcome Assessment

1. All graduate programs should plan for periodic program review as required by the university that concludes with no serious issues to be resolved.
2. Student outcome assessment should take place as required within the program review.

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<sup>1</sup> See Policies on Graduate Faculty Groups for Master's Degree Programs, (APM 226) and Policy on Graduate Faculty Groups for doctoral Degree Programs (APM 227)

### III. PROCEDURES

Procedures to be followed when considering termination of a graduate program are presented here in sequence.

#### A. Petition to Terminate a Graduate Program

1. A petition is drawn up. The petition should set forth the standard(s) the program does not meet, and should present adequate evidence supporting this conclusion. The petition should clearly describe the manner in which the program is impaired because of the alleged deficiency(ies) and the consequences of such impairment.
2. Any of the following may initiate a petition to terminate a graduate program.
  - a. A majority of the students currently enrolled in the program
  - b. A majority of the program's Graduate Faculty Group
  - c. A majority of the faculty of the department(s) or school(s) in which the program is housed
  - d. The Chair of the Department
  - e. The Dean of the School/College
  - f. The Dean of the Division of Graduate Studies
  - g. The Provost and Vice President for Academic Affairs
  - h. The President of the University
  - i. A Review Committee of the Graduate Division of the University
  - j. The Graduate Committee of the Academic Senate
  - k. The University Budget Committee of the Academic Senate
  - l. An appropriate accrediting body or its designated accreditation committee
3. The petition is submitted to program's Graduate Faculty Group with copies to:
  - a. The Chair
  - b. The Dean of the School/College
  - c. The Dean of the Division of Graduate Studies
  - d. The Chair of the Graduate Committee of the Academic Senate
  - e. The Provost and Vice President for Academic Affairs

#### B. Review of the Petition to Terminate a Graduate Program

1. The program's Graduate Faculty Group is responsible for initial consideration of the petition to terminate the program.
  - a. Within 20 working days of receipt of the petition, consultation with the petitioner (except where the Group is the petitioner) shall be initiated. The appropriate Department Chair(s) or School/College Dean(s), and the Graduate Dean shall be notified of meetings for such consultation.
  - b. Within 10 working days of completion of the consultation with petitioner, the program's Graduate Faculty Group shall prepare an initial evaluation of the program against all standards for continuation, with special emphasis on the petitioners' allegations of deficiency. A report of this initial evaluation shall be distributed to each of those who will be consulted as specified in II.A.3 above.
  - c. Within 10 working days of distribution of the initial evaluation, the program's Graduate Faculty Group shall meet with the Department Chair(s), the School/College Dean(s), and such standing committees within the School as are appropriate. The latter may include committees on budget, research, undergraduate curriculum, and personnel. The program's Graduate Faculty Group shall consult with Graduate Faculty Groups of other graduate programs affected by the continuation or termination of the program.

- d. Within 10 working days of completion of the consultation specified in III.B.1.c. above, the program's Graduate Faculty Group shall prepare a summary of the consultation, findings, and recommendations. Twelve copies of the report shall be submitted to the Graduate Committee of the Academic Senate, with copies to the petitioner, the Department Chair(s), the School/College Dean(s), the Dean of the Division of Graduate Studies, and any others involved in consultation.
2. The Graduate Committee of the Academic Senate is responsible for consideration of the report and recommendations of the program's Graduate Faculty Group.
    - a. Within 10 working days of receipt of the report, all those consulted by the program's Graduate Faculty Group shall be invited to correct or amend in writing the record of consultation included in the report.
    - b. Within 20 working days of receipt of the report, the Graduate Committee of the Academic Senate shall initiate consultation with any other committees of the Academic Senate whose expertise or aegis is related to the decision to terminate the program. The Committee shall also consult with the Dean of the Division of Graduate Studies, and any other person or group deemed appropriate by the Committee.
    - c. Within 30 working days of receipt of the program's Graduate Faculty Group's report, the Graduate Committee of the Academic Senate shall prepare a summary of the consultations, findings, and recommendations of the issues raised, including the petition to terminate the program. Recommendations must recognize that students in the program be given a reasonable time frame in which to complete it. The Dean of the Division of Graduate Studies shall be given an opportunity to include a report, evaluation, or, recommendation as part of, or as an addendum to, the Committee report. The findings of the University Graduate Committee will be forwarded to the Executive Committee of the Academic Senate.
    - d. Nothing in the above procedure is intended to preclude the Graduate Committee of the Academic Senate from concluding that the initial petition is without merit. If that conclusion is reached, and if no issue(s) calling for action by the President is (are) identified, the Committee may conclude the process by notifying each person or group included in the process to that date and by forwarding these findings to the Executive Committee.
    - e. Any appeals arising from a decision to conclude the process without recommendation to the Academic Senate shall be submitted to the Dean of the Division of Graduate Studies, with copies to each person or group included in the process to that date. The Dean may request that the Graduate Committee of the Academic Senate submit a final report to the Academic Senate.

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Approved by the President May 10, 2004

Recommended by the Academic Senate as a Policy

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