


## MEMORANDUM

**DATE:** March 11, 2013 *w/ correction*

**TO:** Lynn Williams, Chair  
Academic Senate

**FROM:** William A. Covino   
Provost and Vice President for Academic Affairs

**SUBJECT:** Request To Officially Discontinue a Program

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Enclosed please find the memo dated March 11, 2013, from Dennis Nef, Associate Vice President for Academic Programs and Resources and Dean of Undergraduate Studies, requesting discontinuance of the major in **Public Administration**. Dean Gonzalez of the College of Social Sciences along with David Schechter, Chair of the Political Science Department initiated this request to formally complete this process.

As Dr. Nef's memo explains, the Academic Policy Manual does not contain a policy that fits this situation, when a department wants to discontinue one of its own programs.

I am forwarding this request to the Executive Committee of the Academic Senate with my recommended approval.

WAC:kyp

Enclosure


c: Luz Gonzalez, Dean  
David Schechter, Chair

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March 11, 2013

To: William Covino, Provost and Vice President  
Academic Affairs

From: Dennis L. Nef   
Associate Vice president for Academic Programs and Resources  
and Dean of Undergraduate Studies

Re: Program Discontinuance

Academic Policy 220 *Interim Policy on the Procedures and Guidelines for the Periodic Review of Academic Programs* provides direction for suspension coming out of a program review. Suspension is a temporary action and a suspended program must be revived or discontinued in a relatively short period of time—we can't keep a program in limbo forever. Academic Policy 214 *Policy on Academic Undergraduate Program Discontinuance* provides guidance for discontinuing programs through an extended review process. However, neither APM 220 nor APM 214 covers the situation in which a department wishes to discontinue one of its own programs. In the absence of policy, I am proposing to you and the academic senate the discontinuation of two majors—both of which have been recommended by the appropriate departments.

Effective Fall 2013, the Department of Political Science has suspended enrollments in the undergraduate major in Public Administration and asks that the major be discontinued. Department faculty have met with all students currently in the program and designed a way for each to complete their degree. The minor will continue to be offered.

Additionally, the degree in Industrial Engineering was suspended in 2004 and all students enrolled have graduated. However, the process to discontinue the degree was never completed. We need to notify the Chancellor's office that this degree has indeed been discontinued.

If you are in agreement, please forward this request to the Academic Senate to discontinue:

- the major in Public Administration; and
- the major in Industrial Engineering

Thank you.

c: David Schecter, Luz Gonzales, Ram Nunna

Associate Vice President for Academic Program and Resources  
Dean of Undergraduate Studies

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