

Closing a Graduate Emphasis or Credential, or Certificate for Academic Credit

The faculty body is responsible for maintaining the integrity of academic offerings in the catalog. The academic integrity of the catalog is undermined when emphases, and courses listed in the catalog are not offered on a regular basis. If a graduate emphasis or credential, or certificate for academic credit has had no students for three years or more, the program/department faculty must make a case for its continuation or the Graduate Academic Council may recommend its elimination in the program review process.

The Faculty Senate recommends to all academic units and programs/departments that they drop from the catalog any emphases, credentials, or other programs in which core courses have not been offered and taught with the minimum enrollment requirement within the last four years as established by the Provost.

The closure of a Certificate for Academic Credit program must be reported to WASC. Please notify the Director of Accreditation & Assessment of a certificate program closure to ensure all required steps are taken and reports are made.

Process for Closing a Graduate Emphasis or Credential in a Program or a Certificate for Academic Credit Program

A proposal to terminate a Graduate Emphasis, or Credential, or Certificate for Academic Credit may originate with an academic unit, dean, the Provost, or the GAC.

The proposal for closing a graduate emphasis or credential in a program; or academic certificate program must be submitted to the Associate Vice President for Graduate Education, accompanied by the Closing an Emphasis, Credential, or Certificate for Academic Credit Program Form, which can be found in the [Appendix-Forms](#) at the end of this Handbook. Closure of an emphasis or credential in a program, or academic certificate for credit program can take place at any time, but to be removed from the following year's academic catalog the proposal must be submitted by December 1, 2024.

A proposal to close a graduate emphasis or credential in a program or a certificate program should present a written explanation of the reasons for closing it and include all information required in the form.

A rationale for the proposed closure is reviewed, and a recommendation on approval is made by the:

- Dean. Written response sent to the academic unit curriculum committee.
- Academic unit curriculum committee. Written response sent to the program/department faculty.
- Program/department faculty.

Each party listed above may provide a position memorandum on their decision.

- The proposal originator must notify the Vice President for Enrollment Management, the Associate Vice President for Graduate Education, and the Director of Accreditation & Assessment of the proposed change.

Proposals with optional written responses are sent to the Associate Vice President for Graduate Education, who forwards the proposals to the Chair of GAC.

The GAC reviews the proposal and provides recommendations. If the closure impacts the program budget and/or faculty teaching, the proposal is sent to LRPC for review and recommendation. The Provost makes the final decision on the closure after reviewing the proposal and obtaining recommendations from GAC and LRPC (if appropriate).