

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 and for regularly offering the emphases and courses listed therein.

The Faculty Senate recommends that all academic units and programs/departments request a removal from the catalog of 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. If a graduate emphasis, credential, or certificate for academic credit has had no enrolled 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 during the program review process.

The closure of a Certificate for Academic Credit program must be reported to WASC. The Director of Accreditation & Assessment should be notified of the closure of a certificate program to ensure all required steps are taken.

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 originator must notify and discuss the potential implications of the closure with the Associate Vice President for Graduate Education, Vice President for Enrollment Management, and the Director of Accreditation & Assessment.

The proposal for closing a graduate emphasis or credential in a program, or an 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. The proposal to close a graduate emphasis or credential in a program or a certificate program should include a written explanation of the reasons for closing it and all information required in the form. Closure of an emphasis or credential in a program, or an academic certificate for a credit program, may occur at any time, but to be removed from the following year's academic catalog, the proposal must be submitted by November 15, 2026.

The proposal for closure is reviewed, and a recommendation on approval is made by the:

- Dean,
- Academic unit curriculum committee,
- Program/department faculty.

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

Proposals with optional written responses are sent to the Associate Vice President for Graduate Education, who then forwards them 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).