Memorandum to Presidents

Date: September 22, 1975

From: Office of the Vice Chancellor for Academic Programs

Subject: Procedures for the Deactivation and Elimination of Academic Programs

This memorandum revises and supersedes Vol. 75 No. 4.

There are several situations in which the deactivation or elimination of an academic program will be found desirable:

1. The program, for any of a number of reasons, is no longer considered a viable offering;
2. The program should be treated as an option or as an integral part of another major or interdisciplinary program;
3. The program, though carried on the official records, is not in reality available for students;
4. The program has been selected for deactivation or elimination in response to budgetary stringencies.

The elimination of a program, like the addition of a program, requires substantive review as well as the correction of formal records in a number of offices here. All State University Presidents are therefore asked to submit the requests for the deactivation or elimination of academic programs in the form of a letter containing the following information:

1. The program name and degree designation;
2. A brief description or explanation of the reason for requesting the deactivation or elimination of a program;
3. When appropriate, a statement of how incumbent enrollment, and future degrees granted to continuing students, would be accommodated and reported;

(over)
4. The proposed effective termination date. A minimum lead time of 30 days will permit appropriate central staff review for possible University-wide implications.

Where considerations and implications of program deactivation or elimination are entirely intracampus, the campus determination will be honored without further review. In instances where intercampus or University-wide implications must be considered (e.g., proposed deactivation of programs embodying University-wide commitment, or unique innovational thrusts on behalf of the total University), the Chancellor reserves the possibility of requiring reconsideration by the proposing campus.

The information requested will enable this office to coordinate, with other offices of Central Administration and with the State Education Department, the deactivation, elimination and deregistration of programs, as appropriate.

Bruce Dearing

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information only sent to:

Mr. Barlow
President Rose