Date: November 26, 1976

From: Office of the Vice Chancellor for Academic Policy

Subject: Procedures for Elimination of Academic Programs

On June 23, 1976, the Board of Trustees adopted Resolution 76-169 directing the Chancellor to review, ratify and confirm all actions affecting academic program elimination, and to develop and implement a review procedure for the elimination of academic programs which reserves for Board action all changes affecting campus mission. We have now completed the review of the program eliminations of the past year. The procedure requested by the Board was approved by the October Council of Presidents.

This procedure for the elimination of academic programs applies to all State University campuses. It applies to those academic programs which, in order to be initiated, required authorization external to the individual campus. These programs are listed in the State University of New York Official Academic Program Inventory maintained by our Office of Institutional Research. The procedure is not intended to limit the authority of the campus President or of other campus constituencies. It is intended to ensure the maintenance of an appropriate quality and diversity of curricular offerings within the University.

Procedure

As a result of campus and University consultation, the President proposes elimination or significant curtailment of an approved academic program by letter of intent to the Vice Chancellor for Academic Policy (cf. Memorandum to Presidents, Vol. 75, No. 18). Campuses should determine the schedule of elimination (i.e., dates of deactivation and discontinuance) in order to honor the University's intention to give enrolled students the opportunity to complete their programs unless policy, fiscal, or legal considerations make it impossible.
Appropriate offices of the Central Staff will review the impact of the proposal on (1) University-wide program offerings, (2) campus mission, (3) campus budget, (4) campus staff and students, and (5) desirable State and public services. The Office of Academic Policy, in consultation with the Office of the Chancellor, will provide a reaction to the campus President within 30 days of the receipt of request, or its approval is implied. Under constraints of budget or other exigencies, the response would be immediate. Special attention will be given to the proposed elimination of a program unique within the University.

The Chancellor will review recommendations and submit them to the Board of Trustees for approval. Campus Presidents will be notified promptly of the Board's action.

The effective date of this procedure is January 1, 1977. You will shortly receive your respective Academic Program Inventory for review and correction. Any proposed academic eliminations between now and January 1 will be reviewed by Acting Chancellor Kelly and reported to the Board of Trustees.

Loren Baritz

This memorandum addressed to:
  Presidents, State-operated campuses
  Presidents, Community Colleges
  Deans, Statutory Colleges
Copies for information to:
  President Rose
  Mr. Barlow