Degree Program Discontinuance at Eastern Washington University

Procedures for the Discontinuation of Degree Programs

- Proposals for the discontinuation of degree programs may be initiated by departments, appropriate University committees (such as the Undergraduate Affairs Council (UAC), the Graduate Affairs Council (GAC), and the Program Audit Committee (PAC)), and/or administrative officers of the University. All proposals must specify mechanisms to protect the interests of students currently enrolled in such programs and to allow those students to complete their degrees in a reasonable time period. Proposals for degree program discontinuation must include a declaration of intent with rationale for such a recommendation: (a) degree program discontinuation, or (b) discontinuation of degree program with department dissolution. All proposals must address the Collective Bargaining Agreement Chapter V.A. 1 (c), Chapter V.A. 2 and Chapter V.A. 4.

Proposals for consolidating options within a given degree that allow the students to still obtain the same or a comparable degree are not included in this process but follow the normal curriculum revision process.

- All proposals for program discontinuance shall be forwarded to the Program Audit Committee (PAC) for review.

- The PAC, operating under the criteria currently in place, developed in 1998, and used to conduct the program screening efforts in 1998, must seek broad consultations with groups or persons likely to be affected by the degree program discontinuation, including students enrolled in the affected degree program, the department(s) housing the program and the appropriate dean(s). The PAC will select a finite set of data according to the 1998 criteria to be collected yearly by the Office of Institutional Research. If the PAC finds that the proposal has no merit, then this recommendation together with the original proposal must be forwarded to the Provost.

- If the PAC finds that the proposal has merit, then the PAC will send a recommendation to the Undergraduate Affairs Council (UAC) (for an undergraduate program) or the Graduate Affairs Council (GAC) (for a graduate program). The UAC/GAC will, after giving consideration to the PAC recommendation, make a recommendation to the Rules Committee.

- The Rules Committee will, after giving consideration to the UAC/GAC recommendation, make a recommendation to the Academic Senate.

- The entire record will be sent to the Academic Senate. The record consists of the recommendations from the PAC, GAC/UAC, and the Rules Committee as well as a summary of the data used to arrive at a recommendation. The Academic Senate will, after giving consideration to the entire record, make a recommendation to the President.

- All proposals and recommendations shall be forwarded to the Provost.

- The Provost forwards an independent recommendation to the President.

- The President makes a recommendation to the Board of Trustees (BOT).

- The BOT takes final action.

- The recommendations made by the UAC/GAC, Rules Committee and the Academic Senate must be forwarded to the appropriate body/person after four (4) consecutive regular meetings of the said group. If no recommendation is forwarded by any one of these groups the recommendation from the previous group is the recommendation that is forwarded.
Dissolution of a Department

If a recommendation for degree program discontinuation implies the dissolution of a department, the following shall occur:

- Proposals for the discontinuation of degree programs may be initiated by departments, appropriate college/school and University committees (such as college/school curriculum committees, the Undergraduate Affairs Council (UAC), the Graduate Affairs Council (GAC), the program Audit Committee (PAC)), and/or administrative officers of the University. All proposals must specify mechanisms to protect the interests of students currently enrolled in such programs and to allow those students to complete their degrees in a reasonable time period. Proposals for degree program discontinuation must include a declaration of intent with rationale for such a recommendation: (a) degree program discontinuation, or (b) discontinuation of degree program with department dissolution. All proposals must address the Collective Bargaining Agreement Chapter V.A. 1 (c), Chapter V.A. 2 and Chapter V.A. 4 (which refer to faculty).

- Proposals will be forwarded to the affected department and the department will provide a response to the proposal.

- All proposals must be reviewed by the dean (or deans in the case of programs housed in more than one college/school) of the college(s)/school in consultation with the involved department(s).

- If the dean (or deans in the case of programs housed in more than one college/school) feels that the proposal has no merit, then this recommendation together with the original proposal must be forwarded to the Provost. If the dean (or deans in the case of programs housed in more than one college/school) feels that the proposal does have merit, the dean (or deans in the case of programs housed in more than one college/school) shall form a special ad hoc committee to give the matter full and serious consideration. The ad hoc committee must have at least five faculty members with only one member from the involved department, and at least two shall be department chairs with one chair drawn from an uninvolved college.

- The ad hoc committee shall report its recommendations to the dean of the college involved, and the dean shall subsequently transmit final recommendations to the Provost who shall in turn convey the recommendations with his or her comments to the PAC for review.

- The PAC must seek broad consultation with groups or persons likely to be affected by the degree program discontinuation and dissolution of the department, including students enrolled in the affected degree program, the department(s) housing the program and the appropriate dean(s) for the department facing dissolution. The PAC shall take its recommendation regarding dissolution of a department to 1. the appropriate council (UAC or GAC), 2. the Rules Committee, and 3. the Academic Senate for a recommendation concurrently with the report on discontinuation or transfer of degree programs.

- The PAC shall also present all the recommendations regarding discontinuation or transfer of degree programs to the Provost and to the President.

- The Provost forwards an independent recommendation to the President.

- The President makes a recommendation to the BOT.

- The BOT takes final action.