

# **Policy and Procedures for Transfer, Consolidation, or Discontinuance<sup>1</sup> of a Graduate Program Leading to a Degree or Certificate<sup>2</sup>**

## **I. Purpose and Scope**

A graduate academic degree program may be transferred, consolidated, or discontinued (TCD), in response to changing research and scholarly interests or serious deficiencies. Circumstances that may lead to the initiation of TCD procedures include: a decline over time in student demand; an insufficient number of faculty to carry out the program's academic mission; insufficient faculty interest and commitment; program deficiencies that come to light as the result of a programmatic review; and extreme financial constraints, often in conjunction with other factors.

All academic degree programs leading to a graduate degree or formal certificate shall be transferred, consolidated, or discontinued according to the procedures in this document.

## **II. Authority and Coordination**

- A. The president has authority (delegated by The Regents) to approve the removal of a degree title at UCSB upon approval by the Assembly of the Academic Senate (or the Academic Council acting for the Assembly).
- B. If systemwide review is requested, the president approves TCD proposals upon approval by the Coordinating Committee on Graduate Affairs (CCGA) and concurrence by the California Post Secondary Education Commission (CPEC).
- C. The Faculty Legislature has the authority to approve TCD actions following the review and consultation process, approval by the Graduate Council, and comment by the chancellor, and if no systemwide review is required, the action is final.
- D. The Graduate Council is the designated council for actions on graduate programs. This Council has the authority to make the final recommendation to the Faculty Legislature.
- E. The executive vice chancellor coordinates campus review of proposals for multiple actions that include academic units, and determines a timetable for the conduct of the review.
- F. The Academic Senate Executive Council coordinates campus review of proposals for graduate programs, defines the process to be followed within the context of these procedures, determines the timetable for the conduct of the review, instructs councils and committees, and provides advice as needed.

## **III. Source of Proposals for TCD Actions**

- A. Upon a majority vote, the faculty of an academic unit may propose TCD actions for that unit.
- B. The faculty executive committee (FEC) of the school or college offering the program in question may propose TCD actions.
- C. The chancellor, EVC, and dean of the academic unit offering the program may propose TCD actions.

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<sup>1</sup> UC convention is to use the term "discontinuance" for academic programs and "disestablishment" for academic units. This document adheres to that convention.

See [Definitions](#).

<sup>2</sup> Refers to Certificate of Completion of Graduate Curriculum. See [Definitions](#).

D. The Graduate Council may propose TCD actions as a result of a programmatic review.

#### **IV. General Provisions**

##### **A. Conflict of Interest**

A member of any council or committee in these proceedings, including non-Senate representatives, who might be directly affected by the proposed TCD action must recuse him/herself from any council or committee discussion of the TCD proposal and may not serve on the ad hoc committee or any other committee engaged in determining the outcome of the TCD proposal. A member is directly affected if the department/program/unit in which he/she is formally affiliated is subject to TCD action, or if the member/representative has a familial or financial interest. Recusals become effective at the beginning of a reviewing agency's consideration of the proposal.

##### **B. Expedited Review**

Initiators of a TCD action may request an expedited review of the proposal. Such a request must include a cogent rationale for expediting the process. The memorandum must confirm that all parties, including the affected faculty, the FEC, and appropriate dean(s) are in agreement on the proposal and that there is no impact on other units. Under such conditions Campus reviewing agencies may limit the scope of their review and reach a decision expeditiously.

##### **C. General Considerations**

Where discontinuance of the academic program or unit under review has been recommended and approved, provisions will be made for an orderly phasing out of the program's operations with sufficient time to permit termination or transfer of contractual obligations.

- Students enrolled in a program that is to be transferred, consolidated, or discontinued will be given the opportunity to complete their requirements for the degree in the program within a specified time limit.
- The welfare of affected faculty and staff should be a significant consideration in TCD actions. All University and campus policies with respect to the rights of faculty and staff must be observed. (See also Policy and Procedures for the Transfer, Consolidation, or Disestablishment of an Academic Unit, section VIII. B.)

##### **D. Unresolved Issues**

Specific circumstances and any issues pertaining to TCD actions not covered explicitly in this policy shall be resolved by the Executive Council, and in consultation with the EVC and the appropriate dean(s).

#### **V. TCD Review Procedures**

##### **A. Early Planning Stage--Campus Five-Year Perspective**

Before preparing a proposal for TCD action for a graduate program, consultation with the faculty, the academic and graduate deans and the executive director of the Senate is strongly recommended. The proposed action is generally included in the [Campus Five-Year Perspective](#)<sup>3</sup> at least one year prior to final campus action, or two years if the proposal is for a reconstitution<sup>3</sup> that includes a new school or college. The Office of the President (OP) will notify the EVC if a systemwide review of the proposed action is required.

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<sup>3</sup> Reconstitution proposals may include a number of TCDD actions, or other actions, such as name change; see [Definitions](#).

## B. Proposal Transmittal and Coordination

1. A proposal for TCD action (affecting a graduate program only) is forwarded to the Executive Council in electronic form.
2. A proposal for multiple TCDD<sup>4</sup> actions that include an academic unit is sent to the EVC, who forwards the proposal with a request for review and action/comment to the Academic Senate Executive Council chair. The EVC may send it to the appropriate academic dean, graduate dean, vice chancellors, librarian, and Office of Budget and Planning, depending on the source and nature of the proposal.
3. The Executive Council chair informs the chancellor and EVC immediately if:
  - it is the last graduate program leading to a particular degree title on campus;
  - the academic program is unique in the UC system;
  - the proposed action involves another campus;
  - the proposed action is not on the Campus Five-Year Perspective.

The EVC so informs the UC provost and executive vice president, and copies the Executive Council chair and the affected unit or program chair.

4. If the proposed action is for a discontinuance of a graduate program, and it comes from the faculty offering the program, the Executive Council chair forwards the proposal to the Graduate Council with any additional instructions, and to the EVC, the academic and graduate deans. If the college/school FEC has not already acted on the proposal, the Executive Council chair sends it to the FEC for review and recommendation to the Graduate Council within a specified timetable.
5. If the source of the proposed discontinuance is other than the faculty offering the program, the Executive Council determines whether academic or fiscal reasons principally apply, and:
  - a. Appoints an ad hoc review committee composed of one member each from the Graduate Council, Council on Planning and Budget, Committee on Academic Personnel, and three at-large members, appointed from a slate provided by the Committee on Committees. The Executive Council's charge to the ad hoc committee includes a request for a recommendation to be sent to the Graduate Council within the established timetable. (see Section V. D).
  - b. Transmits the proposal to the program faculty, the academic dean, graduate dean, and the college or school executive committee (FEC), which is responsible for conducting the review at the college/school level. The Executive Council's charge to the FEC includes a request for comments and recommendation to be sent to the Graduate Council within the established timetable.

The ad hoc and FEC reviews are conducted simultaneously.
  - c. The Executive Council chair forwards to the Graduate Council the proposal and copies of the charges to both the ad hoc committee and the FEC.

## C. College/School Review:

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<sup>4</sup> Abbreviation includes disestablishment of an academic unit; see footnote on p. 1.

The FEC's review includes consultation with faculty within the college or school, and determines the effect of the proposed action on the college or school. The FEC's recommendation and reasoning, including the results of any faculty votes taken, are sent to the Graduate Council within the established timetable and copied to the academic and graduate deans.

FEC review does not preclude the designated council from also consulting with college/school faculty.

D. The Ad Hoc Review:

The ad hoc committee begins its review within 15 days of having been established.

1. If the Executive Council decides that academic considerations principally apply, the ad hoc committee shall undertake a broad investigation to ascertain the quality and effectiveness of the graduate program in question. The ad hoc committee reviews the documentation, including programmatic review report(s); seeks expert advice from sources on and off campus, including experts in the affected program's discipline; hears oral arguments in an open meeting from as many interested parties as feasible; and requests written arguments from all interested parties.
2. If the Executive Council decides that financial and budgetary considerations principally apply, the ad hoc committee is charged to request from the chancellor and his or her administrative officers an analysis evaluating whether the action is justified.

The ad hoc committee shall closely examine this information and solicit whatever additional material is required in order to present a complete report to the Graduate Council.

3. The report of the ad hoc committee, submitted to the Graduate Council, will contain the committee's recommendations and the reasoning behind them, with pertinent documentation attached.

E. Graduate Council Review:

1. The Graduate Council consults with:

- The Council on Planning and Budget regarding the resources available to the program, academic planning issues and the efficiency with which a unit is operated;
- The Committee on Academic Personnel (if faculty positions are involved) regarding academic personnel policy;
- The Undergraduate Council;
- The faculty and other affected academic appointees in the academic program in question;
- The academic dean and graduate dean;
- The affected enrolled students;
- The affected staff.

The Graduate Council may conduct additional consultations as necessary.

2. Periodically, the Graduate Council chair informs the Divisional chair, EVC, deans, and chair of the department/program/interdisciplinary group of the status of the case.
3. After receipt of the ad hoc committee's report (if required), the FEC's recommendation, and all documentation deemed necessary, the Graduate Council drafts the final report and recommendations. The report will contain:

