

HUMBOLDT STATE UNIVERSITY PROCEDURES FOR SUSPENSION OF ACADEMIC PROGRAMS

This document is a companion document to the Humboldt State University Procedures for Discontinuance of Academic Programs. The process of suspension of an academic program is not intended as a means for “de facto” program discontinuance but rather as a temporary procedure before a final decision is made regarding program continuance or discontinuance. This process should be initiated and completed during the fall and spring semesters (not during the summer session). Any proposal to suspend an academic degree program shall specify mechanisms to permit enrolled students to earn their degrees and shall ensure that broad consultation with groups or persons likely to be affected has occurred. The suspension process has three phases as outlined below. To ensure timeliness, the Vice President of Academic Affairs will oversee the process.

Initial Phase

The suspension process may be initiated by one of the following groups or individuals: a majority of probationary and tenured faculty in an academic department or school, an appropriate college committee or an academic administrator. In the case where an academic program includes courses and faculty from several departments (e.g. Environmental Science, Liberal Studies Elementary Education, Social Sciences), suspension may be initiated by a majority of faculty with oversight responsibility for or who routinely teach courses in the program, an appropriate college committee or an academic administrator. A list of current programs and faculty can be found in the Office of Academic Affairs. The group or individual will initiate the process by preparing a written justification for suspension of the academic program, and should clearly identify the stakeholders affected by the recommendation. This initiating document will not only provide detailed reasons for the proposed suspension but will also include a discussion of provisions to be made for all students currently enrolled in the program to ensure their ability to graduate in a timely manner. Furthermore, the document will specify a maximum length of time for the program suspension, not to exceed five years and additionally propose an effective date for the beginning of the suspension. This initiating document will be transmitted to the Vice President for Academic Affairs who, following consultation with the Academic Senate Chair, will make a recommendation to the President regarding initiation of the process. If the decision is to proceed, a copy of this initiating document will be sent to all University academic departments/programs, colleges, Associated Students and academic administrators.

Response Phase

The response phase of the suspension process shall be for a period of 40 academic days. For purposes of this process, an academic day shall be defined as a Faculty Academic Workday (exclusive of the summer term). The response phase shall commence on the day that the initiating document is distributed to the campus. During the response phase, academic departments/programs outside the department being considered, faculty member(s) in the affected academic program, college committees or academic administrators will have an opportunity to prepare response documents providing a rebuttal to the justification for suspension. Response documents should address the issues raised in the initiating document and may also provide a revised length of time for suspension should suspension be approved. It is important that during this response phase student input is solicited and considered by departments/programs/individuals prior to making a decision as to whether to prepare a response document. Response documents must be received by the Office of Academic Affairs prior to the end of the response period. These response documents shall be immediately copied to the affected department for review and comment. If no response documents are received in the Office of Academic Affairs by the end of the response period then the program will be suspended for the indicated period effective with the following academic year. If the department/program offering the degree program has not written the initiating document, it can respond within the 40 academic days of the response phase as described above. The department/program will also have an opportunity to review and comment on the responses received by the Office of Academic Affairs. The departmental review, commentary and recommendations along with the initiating and response documents are forwarded to the appropriate college for the next level of review.

Review Phase

In the case where a response document is received during the response phase, then the campus review process will commence. If neither the initiating document nor the response document were prepared by the department/program offering the degree program then the first level of review will be at the department/program level. Otherwise, the first level of review will be at the college level. At all levels of review, the recommendations shall be immediately copied to the affected program for an opportunity to respond to the next level of review. Refer to flow diagram for further clarification.

College Level Review (administrative and committee reviews occur simultaneously)

College Curriculum Committee Review

The appropriate college curriculum committee or other college level committee designated for this purpose shall review the proposed suspension and provide commentary and a recommendation regarding

the proposal to either the University Curriculum Committee (UCC), in the case of an undergraduate program, or the Graduate Council, in the case of a graduate program. The college level review shall assure that students currently enrolled in the degree program proposed for suspension have been informed of the proposal and have had an opportunity to provide commentary on the proposal. The college level review shall be completed within 30 academic days of receipt of the proposal.

College Dean Review-

Simultaneously with the College Level Review, the appropriate college dean will conduct a review of the proposed suspension. The dean will provide commentary and a recommendation to the Joint Council of Deans and Faculty Leaders (Joint Council) within 30 academic days of receipt of the proposal.

University Level Review (UCC/Graduate Council and Joint Council reviews occur simultaneously)

UCC/Graduate Council Review

The UCC or Graduate Council, as appropriate, shall review the proposed suspension and forward commentary and a recommendation to the Academic Senate within 30 academic days of receipt of the proposal.

Joint Council Review

Simultaneously with the UCC/Graduate Council Review, the Joint Council shall review the proposed suspension and forward commentary and a recommendation to the Vice President for Academic Affairs within 30 academic days of receipt of the proposal.

Academic Affairs/Senate Level Review (Academic Affairs and Academic Senate reviews occur simultaneously)

Academic Senate Review

The Academic Senate will review the proposed suspension and forward commentary and a recommendation to the President within 30 academic days of receipt of the proposal.

Vice President Review

Simultaneously with the Academic Senate review, the Vice President of Academic Affairs will review the proposed suspension and

forward commentary and a recommendation to the President within 30 academic days of receipt of the proposal.

Presidential Level Review

The President shall review all supporting documentation and determine whether the academic program will be suspended and if the decision is to suspend then a maximum length of suspension must be specified (not to exceed 5 years). The Presidential Review shall be completed within 30 academic days.

Maximum Time Limits for the Review Phase (lengths of time listed below are for the academic time period, exclusive of the summer term)

Maximum time limits for Response Phase: 40 academic days

Maximum time limits for Review Phase:

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|-------------------------|------------------|
| College Level | 30 academic days |
| Joint council/UCC Level | 30 academic days |
| VPAA/Senate Level | 30 academic days |
| President | 30 academic days |

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