Pepperdine University

University Academic Council

Policy for Program Closure

The closure of an academic program* is a significant decision for any academic institution. The decision to close a program should be made with careful analysis of data, and a dialogue between faculty and administration. Program closure decisions within individual Pepperdine schools will follow the same procedural course of academic decisions within that school; which includes approval by both the Dean and the appropriate faculty-led academic council of that school. The proposal will then be brought to the University Academic Committee for full discussion and voting. The University Academic Council may receive program closure proposals that have been approved by the dean of a particular school, but have been rejected by the school academic council. This process would ensure that a split vote at the school level would not prevent further consideration of program closure. This would also ensure that the dean of a school would be unable close a program absent support of either the school academic council or the University Academic Council.

To enable an informed discussion, a proposal for program closure should contain the following components.

a. The proposal should include clear rationale for terminating the program. This rationale should include an analysis of institutional data regarding program success, enrollment figures for the past five years, and rates of both retention and graduation.

b. The proposal should include an examination of how program closure would impact university faculty and staff, and if closure might impact other programs at the institution. Any plan to move affected tenured and tenure-track faculty into other programs should be clearly defined.

c. The proposal should include a plan to accommodate students currently enrolled in the program, providing sufficient support to enable graduation of enrolled students. This plan should include a budget analysis for the interim period prior to final closure.

Upon approval of program closure by the University Academic Council, the program will no longer be listed in subsequent academic catalogs and no new students will be accepted into the program. Students currently enrolled in the program will be provided a timeline for final program closure appropriate for the course of study, consistent with the time limit established in the catalogs.

*An academic program is a defined course/plan of study that defines an academic major within an undergraduate degree program, a course/plan of study that leads to a graduate degree, or a course/plan of study that leads to an academic certificate.