MEMORANDUM

TO: Academic Deans, Department Chairpersons and Faculty

FROM: James H. Wyche, Ph.D.
Provost and Chief Academic Officer

SUBJECT: Guidelines for Program Status Notifications and Academic Advisement in Discontinued Graduate Academic Degree Programs in the Division of Academic Affairs

March 11, 2011

On January 29, 2011, the Howard University Board of Trustees approved the following graduate academic programs for discontinuation.

**College of Arts and Sciences & Graduate School**
- Art History (M.A.)
- Music Education (M.Mus.Ed.)
- Public Administration (M.A.P.A.)
- French (M.A.)
- Spanish (M.A.)

**School of Communications**
- Communication & Culture

**School of Education**
- Curriculum & Instruction (M.A. & M.S.)
- Education Administration & Policy (M.A. & M.S.)
- Human Development (Ed.D., C.A.G.S., M.S.)

Following are guidelines for providing program status notifications and academic advisement for departments with discontinued graduate degree programs.

I. **Notifications to Students**

A. **Continuing master’s students.** As stipulated in the Graduate School’s Rules and Regulations, current master’s students have five years from the date of initial registration to complete their programs. For example, students who began one of the affected academic programs in Fall 2010 will have until August 2015 to complete.

B. **Continuing doctoral students.** As stipulated in the Graduate School’s Rules and Regulations, current doctoral students have seven years from the date of initial registration to complete their programs. Students who began one of the affected academic programs in August 2010 will have until August 2017 to complete.

C. All continuing students must be advised utilizing the department’s scheme for degree completion in conjunction with General Registration-fall 2011, but no later than April 30, 2011.

D. Every effort should be made to accelerate student completion of affected academic programs and to monitor ongoing student progress prior to the respective five-year (master’s) and seven-year (doctoral) completion windows stipulated in the Graduate School’s Rules and Regulations.
E. **Former Students Returning.** Previously enrolled students who are not currently enrolled in the affected programs will be provided a limited window of opportunity to return to the University as a Former Student Returning (FSR), but they must complete all program requirements by August 2015 (master’s students) and August 2017 (doctoral students) and must be so advised. FSRs who have exceeded the time to degree in a discontinued program will not be readmitted into the program.

F. **New Admissions.** There will be no new student enrollments in the affected academic programs – effective immediately.

G. **Options for students admitted to discontinued programs.** Departments will be asked to assist fall 2011 applicants who were admitted to the affected academic programs prior to January 29, 2011, to select another major. Departmental advisement is strongly recommended for these students.

II. **Academic Advisement**

Each school/college and department should ensure that all students receive strong, continuous, academic advisement in all academic programs. Each student must have a program of study on file in the program office that will guide their continued matriculation. The document must be signed by the student and the advisor.

III. **Public Notices regarding the Status of Discontinued Programs**

Affected academic programs must ensure that all program information, web content, recruitment materials; course catalogue, and program curriculum information is updated to reflect program discontinuation status by April 30, 2011. Copies of updated information should be submitted to the Office of the Provosts

cc:   Mr. Steven L. Johnson, AVP for Enrollment Management  
Ms. Carol McKinnon, Registrar  
Ms. Linda Sanders-Hawkins, Director of Admission