

## AP 4022 Administrative Procedure: Academic Program Discontinuance

The purpose of this procedure is to establish the process and guidelines for discontinuing a program. This procedure should only be used for programs that have gone through the Program Viability Review (AP 4021) where the recommendation was program discontinuance.

### Stage One: Number of Students in Program and Teach-Out Timeline

- A. Following a Program Viability Review recommendation to discontinue a program the program faculty, the Division Chair, and the Dean/Director will determine if the students currently in the program are in a cohort\* or a non-cohort and the number of students in either category.

*\* For students to be considered in a "cohort" they need to have 1) declared the program as their major, and either 2) taken courses within the major, or 3) have shown some reasonable adherence to obtaining the major based on their course taking patterns. The college should make every effort to allow students identified as being in a "cohort" to complete the program requirements at the college.*

- B. A teach-out timeline will be developed listing the courses that will continue to be offered by the college, and when they will be offered, to allow students in the program adequate time to complete program requirements.

**Catalog Rights** - A student who satisfies the following definition of attendance will follow the Cuesta College curriculum for degrees and certificates in effect:

- at the time the student began attendance at a California Community College, California State University, University of California, or other regionally accredited college or university; or
- as outlined in a subsequent Cuesta College Catalog.

"Attendance" means attendance in at least one semester or two quarters each academic year. A student who misses two consecutive semesters, or three quarters in an academic year, excluding summer school, will lose catalog rights. In that case, the student must follow (1) the Cuesta College Catalog that coincides with the student's date of re-enrollment in a regionally accredited college or university or (2) subsequent Cuesta College Catalog. A total withdrawal in a semester does not constitute a one-semester break in enrollment when "W" symbols are posted on the student record. Campus authorities may authorize or require substitutions for discontinued courses in certificate or degree programs.

**Note:** *Catalog rights do not apply to the ADT degrees (Associate Degrees for Transfer) or General Education Certifications.*

*Note: Accreditation Standard II.A.15 states that; “when programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.”*

- C. Program faculty, the Division Chair, and/or the Dean/Director should work with Counseling, as necessary, to develop a list of Cuesta College course substitutions and/or alternative course offerings at other institutions that could be used by students to satisfy program requirements.
- D. The number of cohort and/or non-cohort students, teach-out timeline, and list of alternative course offerings will be presented to College Council for their feedback and approval.
- E. Following College Council’s approval, the Vice President’s office over the program will notify other programs that may be affected by the discontinuance of the program.

TIMELINE (Stage One): The number of cohort and/or non-cohort students, teach-out timeline, and list of alternative course offerings should be developed and presented to College Council within one month from the onset of this procedure. Notification of program discontinuance by the Vice President’s office over the program should occur promptly following College Council’s approval.

### **Stage Two – Program Discontinuance Notification**

- A. The Vice President’s office over the program will notify students of 1) the institution’s decision to discontinue the program, 2) the teach-out timeline, and 3) the list of Cuesta College course substitutions and/or alternative course offerings at other institutions that could be used by students to satisfy program requirements.
- B. The Vice President’s office over the program should also notify, as appropriate, the general community of the institution’s decision to discontinue the program.

TIMELINE (Stage Two): Notification to students and the community should occur within two weeks of College Council’s approval (Stage One).

### **Stage Three – Curriculum Deactivation**

- A. With assistance from the Vice President’s office over the program, program faculty and/or the division chair will work with the division Curriculum Representative to develop a timeline for the deactivation of the program’s curriculum.
- B. The Vice President’s office over the program will develop a deactivation impact analysis of the program’s curriculum to determine if any of the courses in the

program are part of another programs' requirements, and promptly notify any impacted programs of the timeline for when course(s) will be deactivated.

- C. The Vice President's office over the program should inform other departments (i.e. Counseling, Admissions and Records, Marketing, etc.) where reference to the program and its curriculum may exist and hence, will need to be updated/deleted.

TIMELINE (Stage Three): Deactivation timeline, impact analysis, and notification should occur within one month.

**Stage Four – Program Faculty/Staff and Facilities/Equipment Provisions**

- A. The Division Chair and/or Dean/Director will work with the appropriate bargaining representative to determine any contractual obligations of faculty and/or staff in the program.
- B. The Division Chair and/or Dean/Director will work with the necessary individuals/departments to determine any provisions or requirements regarding program facilities and/or equipment.

TIMELINE (Stage Four): Aspects of this stage should begin following College Council's approval (Stage One).

Formerly AP 4021

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