



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Program Discontinuance
Code	AP 6015
Status	Active
Legal	California Code of Regulations, Title 5, Section 51022
Adopted	April 13, 2012

1. Each college shall implement a procedure which explicitly identifies:
 - a. criteria that trigger concerns about program viability;
 - b. mechanisms and timing of communication and collaboration processes which are inclusive of program faculty, staff and administrators; and
 - c. mechanisms by which program viability problems might be remedied as an alternative to discontinuance;
 - d. the timing for communication with administrators, staff and faculty via the Academic and Professional Matters (APM) committee, to identify programs at the sister college that might be affected and to explore the possibility of merging/absorption by the sister college
2. If one of the colleges determines through its shared governance process that program discontinuance is necessary, all of the following will occur:
 - a. Written formal notice will be sent to program faculty and staff, the Faculty Association, and Classified Unions. The timing of notification shall be in accordance with respective agreements.
 - b. College faculty, staff, and administrators will collaborate to develop a phase-out plan to be brought to APM and CAC for discussion and feedback. This phase-out plan will include provisions to ensure that:
 - i. there is timely and ongoing communication with affected faculty and staff
 - ii. all students currently in the program have the opportunity to complete the program and are appropriately counseled, and
 - iii. the bargaining units has have time to resolve contractual issues for faculty and staff in the affected program in accordance with their respective agreements

[See Board Policy 6015 Program Discontinuance](#)

Approved by Chancellor's Advisory Council 4/13/12