
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4021 Program Discontinuance

References:

Education Code Section 78016;

California Code of Regulations, Title 5, Sections 51022 and 55130;

2024 ACCJC Accreditation Standard 2

NOTE: A procedure for discontinuance of career and technical programs is **legally required**. Procedures for discontinuance of other programs are **suggested as good practice**. Insert local practice below.

The procedure for discontinuance of career and technical programs should include a process for:

- Reviewing such programs every two years to ensure they meet legal standards.
- Terminating programs by the governing board if legal and other District standards are not met.

NOTE: The following language in **black ink** is from current FHDA AP 6015 Program Discontinuance last revised on **April 13, 2022**. The content is shown in **gray highlighting** as it was uniquely developed by FHDA and requires careful review by leaders and local district legal counsel to ensure the language remains accurate and legally compliant.

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; **and**
 - 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 have time to resolve contractual issues for faculty and staff in the affected program in accordance with their respective agreements.

Also see [BP 4020 Program, Curriculum, and Course Development](#), [AP 4020 Program and Curriculum Development](#), ~~Board Policy 6015~~ [BP 4021 Program Discontinuance](#), [AP 4022 Course Approval](#), [BP/AP 4100 Graduation Requirements for Degrees and Certificates](#), and [BP/AP 4220 Standards of Scholarship](#).

NOTE: The **red ink** signifies language that is **legally required** (for career and technical education programs) with other suggested as good practice language as noted. The Policy & Procedure Service issued this procedure in August 2004 and provided a legal update in April 2015. The language in **black ink** is from current FHDACCD **AP 6015 Program Discontinuance** approved on 4/13/12. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in **gray highlighting** was uniquely developed by FHDA and requires careful review by leaders and local district legal counsel to ensure the language remains accurate and legally compliant. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

Approved: 4/13/12;

Revised:

(Replaces former FHDA AP 6015)



Legal Citations for AP 4021

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 48. COMMUNITY COLLEGES, EDUCATION PROGRAMS [78015 - 79500]

(Part 48 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. Education Programs [78015 - 78052]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 1. General Provisions [78015 - 78016]

(Article 1 enacted by Stats. 1976, Ch. 1010.)

78016.

(a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

(1) Meets a documented labor market demand.

(2) Does not represent unnecessary duplication of other manpower training programs in the area.

(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

(Amended by Stats. 1998, Ch. 365, Sec. 2. Effective January 1, 1999.)

Title 5. Education

Division 6. California Community Colleges

Chapter 2. Community College Standards

Subchapter 1. Minimum Conditions

5 CCR § 51022

§ 51022. Instructional Programs.



- (a) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies for the establishment, modification, or discontinuance of courses or programs. Such policies shall incorporate statutory responsibilities regarding vocational or occupational training program review as specified in section 78016 of the Education Code.
- (b) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies and procedures to provide that its courses and programs are articulated with proximate baccalaureate colleges and high schools.
- Note: Authority cited: Sections 66700, 70901 and 78401, Education Code. Reference: Sections 70901, 70902 and 78016, Education Code.

HISTORY

1. New section filed 6-27-84; effective thirtieth day thereafter (Register 84, No. 26).
2. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
3. Editorial correction of History 2 (Register 95, No. 15).
4. Amendment of section and Note filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 2. Approval by the Chancellor
Article 1. Approval of Credit Educational Programs

5 CCR § 55130
§ 55130. Approval of Credit Programs.

- (a) The governing board of each community college district shall establish policies for, and may approve, an educational program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).
- (b) The educational program submitted to the local governing board for approval shall contain the following components:
- (1) the name of the proposed program.
 - (2) the description of the proposed program.
 - (3) a list of all courses to be included in the program.
 - (4) course outlines of record for all courses in the program.
 - (5) the purposes and specific objectives of the proposed program.
 - (6) an explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.
 - (7) For career technical education programs, the following additional information must be provided to the district governing board:
 - (A) a list of other community colleges in the area currently offering the program;
 - (B) relation of the proposed program to regional labor market demand; and
 - (C) recommendations of career technical education regional consortia.



(8) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:

(A) library and media center resources;

(B) facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.

(C) availability of adequate or proposed financial support; and

(D) availability of faculty.

(c) The chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit programs:

(1) the curriculum committee and district governing board have approved each credit program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);

(2) the college and/or district promptly reported all credit programs approved by the district governing board pursuant to this section to the Chancellor's Office Curriculum Inventory and Management Information Systems;

(3) college and/or district personnel involved in the credit program approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit programs, including, but not limited to, the provisions of articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);

(4) the development, establishment, and evaluation of approved educational programs included representative faculty involvement.

(d) The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.

(e) The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer educational programs if he or she determines that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a college and/or district demonstrates compliance with the certification requirements identified in this section.

(f) In multi-college districts, the local governing board shall grant a program approval for a specific college.

(g) Before offering an Associate Degree for Transfer as identified in the Student Transfer Achievement Reform Act (Education Code section 66745 et seq.), the governing board of a community college district shall obtain approval of the Associate Degree for Transfer from the Chancellor in accordance with the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66745, 70901 and 70902, Education Code.

HISTORY

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

2. Editorial correction of History 1 (Register 95, No. 20).



3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
4. Amendment of section and Note filed 7-20-2017; operative 8-19-2017. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2017, No. 31).

2024 ACCJC Standard 2: Student Success

In alignment with its mission, the institution delivers high-quality academic and learning support programs that engage and support students through their unique educational journeys. Academic and learning support programs promote equitable student success, and the institution evaluates student learning and achievement data to inform improvements and advance equitable outcomes.

2.1. Academic programs at all locations and in all modes of delivery are offered in fields of study consistent with the institution's mission and reflect appropriate breadth, depth, and expected learning outcomes.

2.2. The institution, relying on faculty and other appropriate stakeholders, designs and delivers academic programs that reflect relevant discipline and industry standards and support equitable attainment of learning outcomes and achievement of educational goals.

2.3. All degree programs include a general education framework to ensure the development of broad knowledge, skills, and competencies related to communication, quantitative reasoning, critical thinking, information literacy, civic responsibility, and the ability to engage with diverse perspectives.

2.4. The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster success in students' unique educational journeys.

2.5. The institution holds itself accountable for students' success by scheduling courses in a manner that ensures degree and certificate programs can be completed in the expected period of time.

2.6. The institution uses delivery modes and teaching methodologies that meet student and curricular needs and promote equitable student learning and achievement.

2.7. The institution designs and delivers equitable and effective services and programs that support students in their unique educational journeys, address academic and non-academic needs, and maximize their potential for success. Such services include library and learning resources, academic counseling and support, and other services the institution identifies as appropriate for its mission and student needs.



2.8. The institution fosters a sense of belonging and community with its students by providing multiple opportunities for engagement with the institution, programs, and peers. Such opportunities reflect the varied needs of the student population and effectively support students' unique educational journeys.

2.9. The institution conducts systematic review and assessment to ensure the quality of its academic, learning support, and student services programs and implement improvements and innovations in support of equitable student achievement.

Required Documentation – Student Success

Within the Institutional Self-Evaluation Report, the institution will provide narratives and a variety of evidence sources to describe and demonstrate alignment with each Standard. Institutions must also include documentation of the required items below. This documentation can be included as supporting evidence for the Standard narratives if appropriate, or they may be provided as stand-alone files. Peer Review Teams will confirm these items during the comprehensive review process using a checklist.

- Policies and/or other documentation regarding transfer of credit into and out of the institution
- Documentation of minimum degree requirements (60 units for AA, 120 units for BA)
- **Policies/procedures related to program discontinuance, demonstrating that the institution provides enrolled students with opportunities for timely completion in the event of program elimination**
- Policies related to catalog, communication, recruiting, enrollment, admissions, etc.
- Documentation that the official catalog provides information regarding the purpose, content, requirements, and expected learning outcomes of degree and certificate programs
- Policies/processes for student complaints, demonstrating how the institution communicates process to students and handles complaints with due process
- Verification that student records are stored permanently, securely, and confidentially, with provision for secure backup
- Policies/practices for release of student records
- Documentation of alignment with ACCJC Policy on Institutional Compliance with Title IV (if applicable)
- Documentation of agreements with other external parties regarding the provision of student and/or learning support services, if applicable
- Documentation showing how the institution distinguishes pre-collegiate curriculum from college-level curriculum (if applicable)
- Documentation of compliance with Federal standards for clock-to-credit hour conversions (if applicable)



FOOTHILL-DE ANZA
Community College District

- Policies and/or other documentation related to expectation of conformity with specific codes of conduct, worldviews, or beliefs (if applicable)
- Policies and/or other documentation related to credit for prior learning and competency-based credit (if applicable)
- Documentation and/or other evidence demonstrating alignment with ACCJC Policy on Distance Education and on Correspondence Education (if applicable)