

FOOTHILL COLLEGE
College Curriculum Committee
Degree or Certificate (Program) Discontinuance Process

The purpose of this process is to document local approval of the discontinuance (deactivation) of a degree or certificate, *after* the decision has been made to discontinue the degree/certificate. Also included is a process for teach-out of a degree/certificate, following its removal from the catalog.

1. Division CC Approval

Division CC documents approval of the discontinuance in the meeting minutes, which are forwarded to the Curriculum Coordinator along with a short memo explaining the reason for the discontinuance (to be attached to CCC agenda).

2. CCC Approval

Curriculum Coordinator agendas discontinuance on an upcoming CCC agenda. CCC approval is documented in the meeting minutes.

3. FHDA Board Approval

Curriculum Coordinator submits discontinuance to the FHDA Board for final local approval.

4. Removal from Catalog

Curriculum Coordinator removes degree or certificate from the applicable upcoming catalog edition (in most cases, the catalog for the next academic year).

Note: Discontinuance of a degree/certificate does not result in the automatic deactivation of its associated courses. If the division wishes to deactivate any courses, the regular process for course deactivation should be followed. Courses remaining active may need to obtain Stand Alone approval—the Curriculum Coordinator can help identify such courses.

Teach-Out

1. Initiator of the discontinuance should work with the dean to develop a schedule of the remaining offerings of the courses in the degree/certificate
2. Inform students about the plan for the last offerings of the courses in the degree/certificate
 - For certificates, contact all students who have completed one or more of the core/support courses within the past 36 months
 - For degrees, contact all students who have indicated it as their intended major
3. Refer students to counselors if they need to complete course substitution petitions
4. The dean will communicate to the Accreditation Liaison Officer the information necessary for the ALO to submit notice of the program elimination to ACCJC
5. The dean will communicate to the Curriculum Coordinator the date on which the degree/certificate may be changed to Inactive status in the state's inventory system