

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Program Discontinuance

**Revision Date:** 4/18/00; 3/2/10; 10/9/12;  
May 10, 2016

**Responsible Area:** Instruction

**Responsible Office:** Vice President, Instruction

**Policy Reference:** Ed Code Section 78016, Title 5 Sections 51022, 55130;  
ACCJC Accreditation Standard II.A.15

The Program Discontinuance procedure allows for a comprehensive and systematic decision-making process in the event such an action is considered. Primary reasons a program may be considered for discontinuance are:

1. Low student interest
2. Re-evaluation of resource utilization

There are two levels of Program Discontinuance:

1. FULL PROGRAM CLOSURE  
All courses, degrees, and certificates associated with the discipline are to be discontinued.
2. PROGRAM DEGREE/CERTIFICATE ARCHIVING  
A degree or certificate is to be discontinued. Courses in the discipline may continue to be offered.

**PROCESS**

In both cases, the campus consultation process will be used to consider the proposal. Proposals are considered by Instruction Council which makes a recommendation for program discontinuance to the Superintendent/President for recommendation to the Board of Trustees for final action.

**PROPOSAL CRITERIA:**

1. Full Program Closure:
  - Narrative rationale for the closure.
  - Funding status (grant vs. general fund), staffing, and support needs.
  - At least the previous three-year trends of degrees/certificates awarded, FTES, headcount, and cost.
  - Will the elimination of the courses impact other programs (tech prep, 2+2, Title IX, external accreditation, other). Plans to accommodate impact on other programs if applicable.
  - Reference to the Program Review.
2. Degree/Certificate Archiving:
  - Narrative rational for the closure.
  - At least the previous three-year trends of degrees/certificates awarded.

**Completion of Plans of Study**

In the event a program is discontinued, the Vice President, Instruction and the Dean of the affected program will devise a plan that allows currently enrolled students in the program to complete their plan of study in accordance with the College Catalog. These plans may include selection of alternative courses at College of the Siskiyous or allowing students to complete their education at another community college.

**Vocational and Occupational Training Programs**

California Education Code Section 78016 mandates that 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 meet particular criteria:

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.

Any program that does not meet all of the requirements of 1 thru 3 above and Governing Board standards shall be terminated within one year. The District shall ensure compliance by conducting such ongoing reviews for all initiated programs of this type.