

**Kern Community College
District Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4021 **Program Discontinuance**

Accreditation Related

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
ACCJC Accreditation Standard II.A.15

Note: This procedure is legally required.

College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and respective Academic Senates in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all processes;
- A plan and schedule for implementing the program deletion;
- 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;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

The procedure for discontinuance of vocational or occupational program includes reviewing such programs every two (2) years to ensure they:

- Meet legal standards;
- Meet a documented labor market demand;
- Do not represent an unnecessary duplication of other training programs in the area; and

- Are of demonstrated effectiveness as measured by student employment and completion success of students

In addition to program discontinuance initiated by each college's procedures, the college or District administration may also initiate appropriate college procedures.

Final recommendations for program deletion shall be recommended to the respective college Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the Chancellor for approval by the Board of Trustees.