**Program Phase-out and Discontinuation Process**

**Phase-out Program Process:** Upon determination by an academic unit, Dean, and/or Vice President for Instruction that a program should be phased out, the following steps will be taken to ensure decisions are appropriate and all enrolled students have adequate time to complete their chosen program:

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|[ ]  **IMPORTANT:** Prior to proposing a program discontinuation, the requester *must complete* a **comprehensive program review**. Some of the information from the program analysis will need to be included in the program discontinuation (PD) form. |
| **Phase 1: Initial PD steps following completion of the program analysis** |
|[ ]  Faculty and/or Dean submit(s) a Program Discontinuation Request Form (available on the [C&A Forms page](https://www.wccnet.edu/mywcc/faculty-staff/curriculum/dates-forms-processes/forms/)) with appropriate signatures to the Curriculum and Assessment Office.  |
|  | The PD form will then go through the normal curriculum review process, up through the approval of the President. While the PD form is going through the curriculum review process, the Dean can work on the internal teach-out plan, and make any necessary preparations to execute the steps in the remaining phases below.**Note**: Program discontinuations must start in the Fall term. Forms must be submitted to the C&A office before the deadline specified on the C&A Due Dates sheet, distributed yearly. |

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| **Phase 2: Once the PD form has all required signatures** |
|[ ]  Dean will:* (optional) Send a personalized letter to all impacted students.
* (if applicable) Notify any applicable programmatic accreditation or separate credentialing entities, per the protocols of that organization.
	+ Provide documentation of any program accreditation action to the WCC Accreditation Liaison.
* Throughout phase 2, Dean should maintain communication with the students to ensure they are working through the process correctly in order to complete the program in the time specified in the teach-out plan.
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|  | VPI will send a general letter to all impacted students. |
|  | The C&A office will:* Notify Student Records and Marketing to inform them of the plan to discontinue the program(s).
* Update the website and online catalog to indicate the program is being phased out. A message is added for current students to inform them of how long they have to complete the program.
* Update the State of Michigan Program Inventory status to code 2 (active but no longer accepting new students).
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|  | Student Records, once they receive notification from the C&A office, will:* Update the student Application Form to make the program ineligible for enrollment.
* Send a letter through TargetX notifying students enrolled in the program in the last two years they have three years to complete the program or select another program. Otherwise, the student will be moved to a non-degree program at the end of the three-year period.
* Add a message in DegreeWorks notifying students that the program is inactive.
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| **Phase 3: Once students are no longer enrolled in the discontinued program** |
|[ ]  Dean will:* Notify the C&A office when all students have completed the program or have been moved to another program.
* Send to the Accreditation Liaison records containing the status of every student impacted by the discontinuation.
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|  | The C&A office will:* Notify Student Records.
* Update the website and online catalog to indicate that the program is discontinued.
* Update the State of Michigan Program Inventory status to code 4 (discontinued – no students in program).
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|  | Student Records will:* Inactivate the program.
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| **Phase 4: Three years following the beginning of the phase-out process** |
|[ ]  Dean will send to the Accreditation Liaison any updates regarding students that were impacted by the discontinuation. |
|  | The C&A office will prepare and submit final Program Discontinuation documents to the Vice President for Instruction, who will present to the Board of Trustees for approval. |
|  | Student Records will remove any students remaining in the program as they will no longer be able to earn that award. |
|  | Accreditation Liaison will notify HLC that the program has been discontinued, and of the status of all impacted students. |