Checklist for Program Discontinuation

Program: _______________________
Date: __________________________
Form Completed by: ________________

Number of students declared in the major for the last five years

Number of students obtaining the degree in last five years

1. Attach plan to support existing students in the major

2. Program has
   a. Low or declining enrollment
   b. lacks sufficient labor market
   c. clear obsolescence
   d. duplication of major
   e. Lack of qualified instructors available
   f. Budgetary reasons
   g. other

Brief Justification of decision:

Review of Key Performance Indicators for last three years
Retention
Persistence
Course Completion

Recommendation from Division:
Steps to follow

1. Memo goes to Tech Review with checklist and documentation
2. Item goes to Curriculum Committee
3. Curriculum can either declare program to be inactivated or ask for a revitalization plan
4. Discontinuation goes to VPI and then to Governance Council
5. Governance Council either sends forward to the President who can forward it to the Board
6. or returns to Curriculum Committee.

Note: Revitalization plan has one year to show some improvement before any further action.