

## INSTRUCTIONAL SERVICES

**AP 4021 DISCONTINUANCE OF CAREER AND TECHNICAL PROGRAMS****References:**

Education Code Section 78016;  
Title 5 Sections 51022 and 55130

The procedure for discontinuance of career and technical programs shall adhere to Education Code Section 78016 and Title 5 Sections 51022 and 55130. Career and technical programs shall be reviewed every two years to ensure they meet legal standards.

The procedure for discontinuing/deactivating an instructional program is as follows:

- Faculty or appropriate administrator writes the justification/reasons for discontinuance and a phase out plan. The phase-out plan must include:
  - Title of program and short description
  - Courses included in the program
  - Justification for discontinuance (e.g. obsolete technology, low enrollment)
  - Faculty or staff impact
  - Supplies, equipment disposal plan
- Department members analyze/modify the plan and a majority must concur
- The division dean analyzes, modifies, and concurs with the plan
- The Curriculum Committee approves the deactivation plan
- Faculty Senate approves the actions of the Curriculum Committee and submits to the Governing Board

When programs are eliminated or program requirements are significantly changed, the District shall make appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.

Office of Primary Responsibility: Instructional Services