**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:

1. **IMPORTANT:** Prior to proposing a program discontinuation, the requester must complete a comprehensive program analysis, which must be included with the discontinuation request, including:
	1. Data justifying the closure (e.g. enrollment trends, job market data, etc.)
	2. A detailed plan for program phase-out (e.g. student communication and advising, ensuring options for student completion such as moving to other programs, transfer, etc.)
2. Faculty submit a Program Discontinuation Request form with appropriate signatures to the Curriculum and Assessment Office. The normal curriculum review process will be followed up through the approval of the President. Program discontinuations must start in the Fall term, and the forms must be submitted and signed before the deadline.
3. The President and Vice President for Instruction will determine how and when the Board of Trustees will be notified of the proposed phase-out and discontinuation.
4. Once approved by the President, the Curriculum and Assessment office will notify Student Records and Marketing.
5. The Online catalog will be updated so that the program appears in a “Phased Out status,” which indicates that the program can still be completed within up to 3 years, but no additional students will be admitted to the program.
6. Student Records will update the program tables in Banner and make it inactive, effective in 3 years.
7. Student Records will notify students who have been enrolled in the program in the last 2 years that they have 3 years to complete the program, and will inform them they will be transferred to a non-degree program at the end of those 3 years if they have not completed or moved to another program. This communication should include the process they need to go through to complete the program in the allotted time.
8. The Curriculum and Assessment Office will update the State of Michigan Inventory status to a “2 [Active] - The program has students enrolled, but is being phased out and no new students will be accepted”.
9. At the end of three years, the Records Office will move any remaining students out of the program and students will no longer be able to earn that award.
10. Once all students have completed or transitioned out of the program (no later than at the end of three years) the Curriculum and Assessment 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.
11. Student Records and Marketing will be notified of the final approval.
12. The Higher Learning Commission will be notified the program has been discontinued and all students completed the program or transferred to another program.
13. The program will be removed from the WCC online catalog and removed from the State of Michigan Program Inventory.