**Program Discontinuance Procedure**

Once a program has been approved for discontinuance with the Curriculum Committee:

The Accreditation Liaison Officer (ALO) [ALO/Patricia Grandieu] notifies the PPSC HLC Staff Liaison via email. Then HLC notifies the ALO whether a Substantive Change form needs to be submitted to HLC.

If yes, form is filled out by ALO.

Once the HLC processes are completed, the ALO will notify appropriate offices to make the following changes:

1. Students Notification- Students declared under the major are notified that the program is been discontinued and the semester it will close. [Division/Chairs]
2. Program Search- Change Program Type selection to “Not Accepting New Students” until program has completed discontinuance [Marketing/Krissy Trujillo]
3. Application Page- Remove from listing [Admissions/Kevin Hudgens]
4. Print Catalog- Remove program from subsequent catalogs. [Instructional Support/Chris Schneider]
5. Online Catalog-Remove from online catalog immediately [Marketing/Krissy Trujillo]
6. Program Webpages- Pages remain until discontinuance is complete. However, page is modified to only include a message “XXX Program has been discontinued and is no longer admitting new students. Pikes Peak State College is committed to supporting current XXX students through their graduation.  For current students completing the XXX contact your faculty advisor to plan your completion of the program.” Include Division contact information instead of individuals associated with the program. [Marketing/Krissy Trujillo]
7. CTE Gateway- For Gateway programs, program discontinuance must be submitted.  [Department Chair/Division Leadership]
8. Financial Aid- Notification of discontinuance, and completion date of the program. [Financial Aid/Ron Swartwood]
9. Form Updates- Notification of discontinuance, and completion date of the program for Change Major and Graduation Application forms. [Records/Stephanie Snyder]
10. Course Removal- Once a program has completed the discontinuance period, submit a Curriculum Course Request to remove all courses from the catalog that will no longer be taught. Remove courses from CTE Gateway as well, if applicable. Lastly, contact marketing to have the webpage removed. [Division Leadership].