

County College of Morris  
Office of Academic Affairs

**Program Discontinuation Process**

1. Department chair, dean, and/or VPAA recommend discontinuation of the program to the Curriculum Committee.
2. Curriculum Committee acts. Minutes are distributed to VPAA/deans for discussion and any follow-up questions to Curriculum Committee.
3. Curriculum Committee action goes to College Council.
4. College Council recommendation goes to the President.
5. With President's approval, VPAA takes to Academic and Educational Programs Committee.
6. Academic and Educational Programs Committee will provide a resolution to the full Board.
7. If the Board approves, the VPAA contacts the dean, department, and the VP of Student Development and Enrollment Management.
8. The academic department contacts all current students in the program and all that have attended CCM in the program in the past year. Students have four semesters to complete the program after the semester in which it was discontinued.
9. The academic department will be responsible for changes to the print and on-line catalog and advisement materials.
10. The VP of Student Development and Enrollment Management will be responsible for changes to all admissions materials.
11. Academic Services will be responsible for discontinuing the program in the Datatel system.

1/19/07