Figure 1.8: Process for Program Suspension/Discontinuation

1. Program department determines need for suspension or discontinuance
2. Obtain Advisory Committee recommendation if a committee exists
3. Complete WTCS suspension or discontinuance form
4. Develop a plan to include: Transitioning students, impact on admissions and other programs, staffing, notice to marketing
5. Present Recommendation to the Division CLA and leadership team if teams exist
6. If approved, program is suspended or discontinued and the Program Information Group is notified
7. Submit Request to WTCS
8. Present Recommendation to ESIR and MATC Board
9. Present Recommendation to the Core CLA Committee
10. Submit the WTCS required form to the College Curriculum Office

*Source: Office of Curriculum