

1700 Spring Garden Street
Philadelphia, PA 19130-3991
215.751.8000 www.ccp.edu

TO: College Community

FROM: Donald General
President

DATE: December 9, 2019

SUBJECT: Institution-Wide Committee Decisions

This is to inform you that I have taken the following actions on recommendations made to me by the Institution-Wide Committee Spring 2019:

1. Approved the proposal of the Academic Program Discontinuation Policy. The following procedure applies to all academic programs discontinued by the College; that is academic programs that are no longer accepting students for future enrollment as follows:
 - A. All students enrolled in a discontinued program must complete the requirements within the final completion date, which is determined by the division academic dean or designee. All students enrolled in the program, as well as, the Dean of Enrollment Management, the Dean of Students, the Dean of Educational Support Services, and the Director of the Office of Student Records & Registration, will be notified of the final completion date.
 - B. Students with an inactive status will be allowed to re-enter the program only if they are able to complete all program requirements by the final completion date.
 - C. When a program is discontinued, the appropriate academic dean or designee will notify active and inactive matriculating students who **have not completed their program of study**. This notice will be sent to the student's last known email address and permanent mailing address. As part of the notification process, information will be placed on the College website identifying programs that have been discontinued.
 - D. After the final completion date:
 1. The Office of Student Records & Registration (OSRR) will evaluate the academic record of each student enrolled in the program for fulfillment of program requirements. Each student and the relevant academic department chairperson will be notified of the student's program completion status. Students who have not completed the requirements within the designated time will have their enrollment status changed to "inactive" until the student has selected a new curriculum. OSRR will send a notice to the student's last known email address and permanent mailing address.
 2. The College will delete the program code from the CCP CIP Code Table and the Financial Aid Office will notify the U.S. Department of Education.

#####