

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

5.0007 Establishment or Discontinuance of Programs

I. Title of Policy

Establishment or Discontinuance of Programs

II. Objective of Policy

To establish a Board Policy for approval of the establishment or discontinuance of programs.

III. Authority

Brookdale Community College By-Laws; N.J.S.A. 18A:64A-12d, General Powers of Boards; Higher Education Act of 1965

IV. Policy Statement

- A. Initiation of a program, an option, or certificate: If Brookdale Community College decides to introduce a new program, option, or academic certificate, that action will be formally accomplished through the program development process and by resolution of the Board of Trustees.

Notice of the new program, option, or certificate will be sent by Brookdale Community College to the New Jersey Presidents' Council for approval. The New Jersey Presidents' Council will notify the Secretary of Higher Education of all approved programs to be included in the Secretary of Higher Education repository of approved program.

- B. Termination or change in nomenclature of a program: If Brookdale Community College terminates a program, option, or academic certificate, or makes a change in nomenclature of a program, that action will be formally accomplished by a resolution of the Board of Trustees.

A copy of the resolution will be sent to the New Jersey Presidents' Council for its information and to the Secretary of Higher Education to update the Secretary's repository of program status.

- C. Initiation of a Title IV eligible clock hour program: If Brookdale Community College decides to introduce a new non-credit training program that is eligible for Title IV funding, notice of the program addition is submitted to the Board of Trustees for approval. Once that is received, the Financial Aid Office verifies that the institution meets all eligibility requirements and updates the Program Participant Agreement to reflect the new program, and submits the

application/agreement to USED along with required documentation (proof of accreditation, approval to operate by State, and a copy of the Board minutes approving the program).

V. Responsibility for Implementation

In order to create and maintain a viable curriculum, the President shall be responsible for the following:

- A. To approve the introduction of new programs, options, academic certificates or the discontinuance of existing ones.
- B. To recommend to the Board of Trustees, for approval, the establishment of programs of instruction, or the discontinuance of existing programs.

Approved: 9/21/1970

Revised: 3/23/1995

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/2018