Administrative Policy

Category: Instruction
Policy Number: 3028
Title: Curriculum Deletion

The chief academic officer, who is responsible for the college’s curriculum and for the maintenance of official course outlines, oversees the development of new programs and courses and approves the modification and deletion of existing programs and courses.

Procedure 3028.1
Reasons for Deletion of Existing Programs

Program deletion might become necessary for a number of reasons. College program reviews may reveal rationales such as the following:

1. A program may no longer meet a specific workforce need, as demonstrated by consistently low enrollments and placements.
2. A program may no longer meet student needs due to characteristics such as program length, improper preparation, low enrollments or completions, and the like.
3. A program may have been eliminated or changed by external agencies such as state agencies or accrediting bodies.
4. A program may be experiencing difficulties in providing faculty, facilities, equipment or other resources necessary to operate.

Procedure 3028.2
Steps to Delete an Existing Program

The process to delete a program is parallel to that of originating a new program. The following general steps are required:

1. An originator from the department or division in collaboration with the department chair and the curriculum coordinator develops a proposal to delete the program.
2. The curriculum committee reviews and forwards a recommendation regarding the deletion proposal.
3. The chief academic officer reviews and approves the curriculum committee proposal.
4. The president and the governing board provide final approval.

Procedure 3028.3
Teach-Out Process for a Deleted Program

Almost any deleted program will have some students that are still in some stage of active pursuit of the program credential. These students must be offered an opportunity to complete the credential. This requires the submission of a good faith teach-out plan for any deleted program. This plan will
need to be submitted to the Higher Learning Commission and any other accreditation bodies. This plan should include the following elements:

1. Reasonable timeline for the anticipated closure
2. Process to equitably obtain individual student’s interest and intent regarding completion options
3. Method(s) for notifying students of the upcoming closure including reasons for the discontinuance of the program
4. Plan for ensuring course offerings priced at the current tuition schedule to enable student completion will be provided
5. Process for advising students on the best path for each individual student’s completion
6. Timeline for removal of the program from college publications, accreditation listings and department of education approval lists

The college may choose to offer students a teach-out plan that involves an agreement with another institution that will teach-out the students.

Procedure 3028.4
Responsibilities of Students Involved in a Teach-Out

1. The college will assist students desiring to transfer to another institution. Once a student has transferred, they will no longer be involved in the teach-out.
2. Students who fall out of sequence in the program as a result of course failure may retake the course only if it continues to be offered at the college. The student may seek approval from the relevant dean to establish a substitution course or an equivalent from another institution.
3. Students who fail to make satisfactory academic progress and are dismissed from the program will lose their right to be involved in the teach-out.
4. Students are expected to take courses as they are offered according to the teach-out plan. Failure of students to take required courses when offered does not obligate the college to offer the courses again.