



ADMINISTRATIVE RULE

Approval Date: 07/22/19

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Rule Number/Name:	040.037.000 – Termination of a Program
Responsible Department:	Instructional Services
Authority:	Director of Curriculum, Assessment, Strategic Planning & Accreditation

Overview

Describes how an education program is formally discontinued.

Applicability

Vice President of Instructional Services, Vice President of Student Services, instructional administrators, faculty, Advisory Boards, Student Services and Instructional Services staff, College President and CGCC Board of Education.

Administrative Rule Statement

Degrees, certificates, and/or programs may be terminated due to a variety of factors that include but are not limited to:

- Low student enrollment,
- Lack of financial resources,
- Inability to recruit qualified instructors, and
- Changes in the employment opportunities or workforce needs.

Prior to termination, degrees and certificates must proceed through the suspension process as defined by the Oregon Higher Education Coordinating Commission (HECC) and the Northwest Commission on Colleges and Universities (NWCCU). Degree/certificate suspension means that the degree or certificate is:

- in the process of providing required "teach out" activities as needed
- not available for new student enrollment
- not listed in the college catalog,
- identified as "suspended" on the college website

Definitions

1. Teach out: Making appropriate arrangements to ensure that students enrolled in a program identified for discontinuation have an opportunity to complete it in a timely manner with minimum disruption.



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Interpretation of Administrative Rule

Director of Curriculum, Assessment, Strategic Planning & Accreditation

Cross Reference to Related Administrative Rules

Further Information

Director of Curriculum, Assessment, Strategic Planning & Accreditation

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Strategic Direction

Core Theme A: Access

Core Theme B: Education

Appendix

1. CGCC Operating Procedure 040.037.001 - Termination of a Program
2. Oregon Community Colleges Handbook and Planning Guide,
<http://handbook.ccwdwebforms.net/>