



## OPERATING PROCEDURE

Approval Date: 07/23/19

Effective Date: 07/23/19

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<b>Procedure Number/Name:</b>	040.037.001 - Termination of a program
<b>Associated Rule Number/Name:</b>	040.037.000 - Termination of a program
<b>Responsible Department:</b>	Instruction

### Overview

Steps to follow when an Instructional Department identifies the need to terminate a degree or certificate.

### Areas of Responsibility

Academic Departments, Vice President of Instructional Services (VPIS), Vice President of Student Services (VPSS), Curriculum Office, Registrar, Advisors

### Operating Procedure Details

The Academic Department responsible for the degree or certificate will:

- Facilitate and complete the Termination of a Program Checklist.
- Convene a stakeholders meeting that will include: The VPIS, VPSS, registrar, and representation from the Curriculum Office, Advising and Instructional Department. The meeting will provide review of the completed check list, the opportunity to discuss the implications of the termination from each stakeholder and create a "teach out" plan (template available) for the program to be terminated.
- Seek approval from the Curriculum Committee for degree/certificate suspension. Submission to include: Degree or Certificate Suspension form, Termination of Program Checklist, and Teach Out Planning Document.

Facilitated by the Curriculum Office, the request for degree/certificate suspension will be presented for approval to the VPIS, the college president, and then to the Board of Education.

Curriculum Office will update Webforms and submit request for suspension to the Oregon Community Colleges and Workforce Development (CCWD) for approval from Oregon's Higher Education Coordinating Commission (HECC). Upon suspension confirmation from CCWD, the Curriculum Office will make a formal announcement to stakeholders regarding the status of the degree/certificate. This announcement will signify the start of the three-year suspension and the "teach out" phase.

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Curriculum Office will submit a Change Notification to the Northwest Commission on Colleges and Universities (NWCCU) and follow through on all requirements stipulated as a result of that notification.

The Curriculum Office will notify the Financial Aid Department of the suspension and provide supporting documentation.

### Reinstatement

Degrees/certificates that are suspended may be reinstated within three years of the suspension date. Suspended degrees/certificates are automatically administratively deleted by CCWD after three years.

To reinstate a program within the three-year period, the college must submit a letter of request to CCWD signed by the VPIS or president.

Following state approval of the reinstatement, a Change Notification will be submitted by the Curriculum Office to the NWCCU. All requirements stipulated as a result of that notification will be monitored and/or completed by the Curriculum Office.

The Curriculum Office will notify the Financial Aid Department of the suspension and provide supporting documentation.

### **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.
2. *Webforms*: CCWD/HECC online system for the submission, approval, and housing of college curriculum, including courses (credit and non-credit), certificates, and degrees.

### **Further Information**

Curriculum Office  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
541-506-6047

### **References**

None

### **Forms**

1. [Curriculum Forms \(website\)](#)