

ISP 165

Program Suspension & Reinstatement

PURPOSE

Establishes requirements to suspend or reinstate a degree, certificate, or Associate of Science Area of Emphasis.

SUMMARY

A department may choose to suspend a program for a series of reasons including low student enrollment, lack of financial resources, lack of qualified instructors, or a change in workforce needs. Reinstatements can be granted for programs that have been suspended for a period of time not exceeding three years. The Curriculum Committee and the CCC Board of Education must approve all program suspensions and reinstatements. The Office of Community Colleges and Workforce Development (CCWS) and the Northwest Commission on Colleges and Universities (NWCCU) will be informed of all program suspensions and reinstatements.

STANDARD

- A) Departments are required to gain approval from the Division Dean for all program suspensions and reinstatements prior to notifying the Curriculum Office. In addition, CTE program suspensions and reinstatements must be reviewed and endorsed by the appropriate Advisory Committee
- B) All program suspensions and reinstatements must be submitted through a State Program Amendment form
- C) Program suspensions must include a Teach-Out Plan
- D) Inactivated AAS Degree, AAS Option, and Certificate of Completion programs may be reinstated within three years of inactivation
- E) Programs that have been inactivated for greater than three years must go through the new program approval standard (ISP 162)
- F) Associate of Science Area of Emphasis programs will expire according to the agreements unless renewed by the department with the partnering institution.
- G) All reinstated programs must meet all required state and/or accreditation requirements including a Letter of Intent from the department requesting the reinstatement
- H) The Curriculum Office will track program suspension and reinstatements
- I) The Curriculum Office will be responsible for updating Colleague and submitting documents to CCWD and NWCCU about approved program suspensions and reinstatements
- J) A process document outlining the steps for suspending and reinstating a program will be retained by the Curriculum Office

REVIEW HISTORY

ISP Committee	Adopted	
College Council	Reviewed	

All inactivated AAS degree, AAS option, and Certificate of Completion programs must be reported to the Curriculum Office and will be presented as an informational item during the following Curriculum Committee meeting if received by the Thursday before the next scheduled meeting.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the suspension of programs. Steps are listed in order.

Department Completes Initial Planning
<input type="checkbox"/> Department determines need for program suspension and discusses the impact with the Division Dean
Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)
Form
State Program Amendment
Teach-Out Plan

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- Curriculum Office submits forms to CCWD
- Curriculum Office submits Substantive Change Application and Proposal to NWCCU
- NWCCU approves program suspension
- Curriculum Office is notified by the Financial Aid Office that funding has been updated
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.

Inactivated AAS degree, AAS option, and Certificate of Completion programs may be reinstated within three years of inactivation. Programs must be reported to the Curriculum Office and will be presented as an informational item during the following Curriculum Committee meeting.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the reinstatement of programs. Steps are listed in order.

Department Completes Initial Planning

- Department determines need for program reinstatement and discusses reinstatement with the Division Dean

Department Submits Forms to Curriculum Office

(submit 2 weeks prior to Curriculum Committee Meetings)

Form

State Program Amendment

Letter of Intent to reinstate program

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- Curriculum Office submits forms to CCWD
- Curriculum Office submits Substantive Change Application and Proposal to NWCCU
- NWCCU approves program
- Curriculum Office is notified by the Financial Aid Office that funding has been approved
- Curriculum Office enters the new program into Colleague and notifies CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.

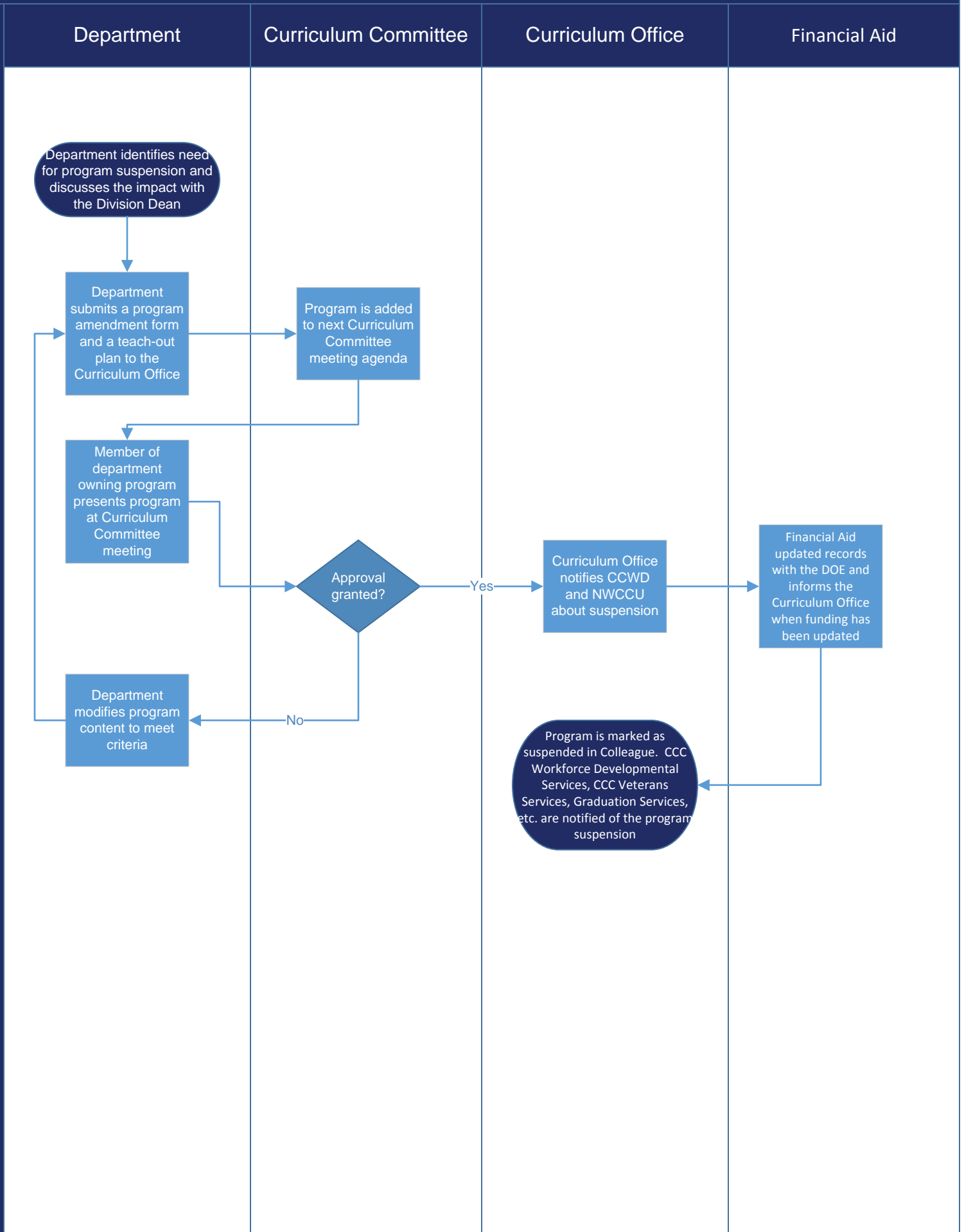
Name of Process:	Program Suspension and Reinstatement		
Process Owner:	Curriculum Committee		
Created By:	Dru Urbassik	Last Updated By:	Dru Urbassik
Date Created:	08/08/16	Last Revision Date:	08/08/16
Process Purpose:	The purpose of the Program Suspension and Reinstatement Process is to formally outline the steps that are needed in order to suspend a currently active program or reinstate a currently inactive program.		
Process Input:	The process input for the Program Suspension and Reinstatement Process is the department's determination that a current program will no longer be offered or that a program that is currently not offered needs to be reinstated. Once this need is identified, the Program Suspension and Reinstatement Process will be initiated.		
Process Boundaries:	The process boundaries for the Program Suspension and Reinstatement Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department's decision that a current program will no longer be offered or that a program that is currently not offered needs to be reinstated. The process's ending boundary is defined by the suspension or reinstatement of a program.		
Process Flow:	<p>Suspension</p> <ol style="list-style-type: none"> i. A department determines that an Associate of Applied Science, Associate of Applied Science Option, or a Certificate of Completion program needs to be suspended. Departments will discuss the need and impact of reinstating a program with the Division Dean i. The department submits a program amendment form and a teach-out plan to the Curriculum Office <ol style="list-style-type: none"> a. This documentation must include the reason for suspending the program and the effective date ii. The program suspension is added to the next Curriculum Committee agenda. A member of the department that owns the program should be present at the meeting in order to present why the program is being suspended and also to answer any questions posed by the committee regarding the program suspension iii. Once the program suspension is approved the Curriculum Office will inform the state and NWCCU about the suspension. This correspondence will include the teach-out plan for the program. iv. The Financial Aid office will be informed that the suspension was approved by NWCCU. The Financial Aid office will inform the Curriculum Office when financial aid updates have been completed. v. The Curriculum Office will update the Student Information System with the program suspension once confirmation 		

	<p>of the suspension is received from the state, NWCCU, and the financial aid office</p> <ul style="list-style-type: none"> vi. The Curriculum Office will also inform Graduation Services, CCC Workforce Development Services, CC Veterans Services, ect. of the program suspension <p>Reinstatement</p> <ul style="list-style-type: none"> i. A suspended program may be reinstated within a three year period. Programs that have been suspended for longer than three years would have been deleted by the state and would have to follow the standard program approval process. Please refer to ISP162 for more information. ii. Departments will assess and discuss the need and impact of reinstating a program with the Division Dean iii. The department must submit a letter of intent to reinstate and an updated curriculum plan (State Program Amendment Form) to the Curriculum Office iv. The program reinstatement will be added to the Curriculum Committee meeting agenda. Meeting agendas are finalized the Thursday of the week prior to the meeting date. Any reinstatements received after this time will be placed on the following meeting agenda v. A representative from the department that wants to offer the program will need to be present at the Curriculum Committee meeting in order to introduce the program, explain why reinstatement is being requested, and answer any questions posed by the committee vi. Once approved by the Curriculum Committee the Curriculum Office will submit the documents to the state for program reinstatement vii. If the reinstatement is approved by the state, NWCCU will be informed of the program change by the Curriculum Office viii. The Financial Aid office will be informed that the reinstatement was approved by NWCCU. The Financial Aid office will inform the Curriculum Office when financial aid updates have been completed. ix. The Curriculum Office will update Colleague with the program reinstatement once confirmation of the reinstatement is received from the state, NWCCU, and the financial aid office. x. The Curriculum Office will also inform Graduation Services, CCC Workforce Development Services, CC Veterans Services, ect. of the program reinstatement
Process Output:	The output for this process is a newly suspended program or the reinstatement of a program.
Exceptions to Normal Process Flow:	1. Curriculum Committee does not meet during the summer quarter. All program suspensions and reinstatements that are submitted during the summer will be addressed once Curriculum Committee reconvenes in the Fall, no later than the second meeting of the new year.

	<ol style="list-style-type: none"> 2. Any program suspensions that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year, no later than the second meeting of the new year. 3. Suspension and reinstatement requests that are incomplete will not go to committee until a complete request is received by the Curriculum Office. 4. Suspension and reinstatement requests that go to committee but do not have department representation may be denied if questions and concerns cannot be answered and addressed during the Curriculum Committee meeting. This can result in a denial or a delay of approval.
<p>Time Constraints and Processing:</p>	<ol style="list-style-type: none"> 1. Suspension and reinstatement requests that are received and complete by Thursday of the week prior to a Curriculum Committee meeting will be reviewed during the next meeting. Any requests that are received and complete during a week that the Curriculum Committee meets will be reviewed not at the next meeting, but the following meeting. This is to insure that the committee has ample time to review the suspension or reinstatement documents. 2. A program that has been inactive for a period greater than three years cannot be reinstated. The program will have to go through the standard program approval process in order to be offered. 3. The Curriculum Office will submit program suspensions and reinstatements to the state within one week of Curriculum Committee approval 4. State approval for suspension takes 4-6 weeks on average 5. State approval for reinstatement takes 4-6 weeks on average 6. The Curriculum Office will submit program suspensions and reinstatements to NWCCU within one week of state approval 7. NWCCU can take up to 6 months for suspension 8. NWCCU can take up to 6 months for program reinstatement 9. Financial aid will update funding information within a week of being notified by NWCCU 10. Funding updates take 4-6 weeks to be processed 11. The Curriculum Office will update the Student Information System within one week of being informed of the funding updates by the financial aid office 12. The entire program suspension process can take 8 months or longer to complete 13. The entire program reinstatement process can take 8 months or longer to complete

CTE Program Suspension

Phase



CTE Program Reinstatement

