**Program Suspension and Reinstatement**

**Process Document**

|  |  |
| --- | --- |
| **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 Updated:** | 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:** | **Suspension** 1. 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
2. The department submits a program amendment form and a teach-out plan to the Curriculum Office. This documentation must include the reason for suspending the program and the effective date.
3. 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
4. Once the program suspension is approved the Curriculum Office will inform CCWD and NWCCU about the suspension. This correspondence will include the teach-out plan for the program.
5. 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.
6. The Curriculum Office will update the Student Information System with the program suspension once confirmation of the suspension is received from CCWD, NWCCU, and the financial aid office
7. The Curriculum Office will also inform Graduation Services, CCC Workforce Development Services, CC Veterans Services, etc. of the program suspension

**Reinstatement**1. 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 CCWD and would have to follow the standard program approval process. Please refer to ISP162 for more information.
2. Departments will assess and discuss the need and impact of reinstating a program with the Division Dean
3. The department must submit a letter of intent to reinstate and an updated curriculum plan (CCWD CTE Program Amendment Form) to the Curriculum Office
4. 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
5. 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
6. Once approved by the Curriculum Committee the Curriculum Office will submit the documents to CCWD for program reinstatement
7. If the reinstatement is approved by CCWD, NWCCU will be informed of the program change by the Curriculum Office
8. 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.
9. The Curriculum Office will update Colleague with the program reinstatement once confirmation of the reinstatement is received from CCWD, NWCCU, and the financial aid office.
10. The Curriculum Office will also inform Graduation Services, CCC Workforce Development Services, CC Veterans Services, etc. 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.
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.
 |
| **Time Constraints and Processing:** | 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 CCWD within one week of Curriculum Committee approval
4. CCWD approval for suspension takes 4-6 weeks on average
5. CCWD 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 CCWD 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**
 |