

# ISP 165

## Program Suspension & Reinstatement

---

### PURPOSE

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

### SUMMARY

The College or a department may choose to suspend a program for reasons including, but not limited to, 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. ~~Program suspensions are presented to Curriculum Committee as an informational item.~~ Curriculum Committee must approve all program suspensions and reinstatements. The CCC Board of Education must approve all program suspensions and reinstatements. The Office of Community Colleges and Workforce Development (CCWDS) and the Northwest Commission on Colleges and Universities (NWCCU) will be informed of ~~all~~ program suspensions and reinstatements when necessary.

### STANDARD

- A) ~~If a department has decided to suspend or reinstate a program they are required to gain approval from the Division Dean prior to notifying the Curriculum Office. The Division Dean will provide notification of support approval via email for all program suspensions and reinstatements.~~ In addition, the appropriate advisory committees will be informed of CTE program suspensions and reinstatements.
- B) All program suspensions and reinstatements must be submitted through a CCWD CTE Program Amendment form.
- C) Program suspensions must include a Teach-Out Plan.
- D) ~~Inactivated-Suspended~~ AAS Degree, AAS Option, and Certificate of Completion programs may be reinstated within three years of inactivation suspension.
- E) Programs that have been ~~inactivated-suspended~~ 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 CCWD and/or accreditation requirements including a Letter of Intent from the department requesting the reinstatement.
- H) The Curriculum Office will track program suspensions and reinstatements.
- I) The Curriculum Office will be responsible for updating ~~Colleague the Student Information System~~ 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	

