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TO: District Governance Committee

FROM: Kenneth Lawson, Ph.D. 
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SUBJECT: Procedure for Eliminating Degrees or Certificates from the Catalog

Procedure for eliminating degrees or certificates from the catalog:

- Decisions to eliminate or suspend degree or certificates will follow the established planning and decision-making processes of the college and, in the event of program closure, will adhere to OPPM 4000.25.
- Suspension or elimination of degrees or certificates will be presented to the Instruction Committee as an information item and appropriately shared with the college community.
- The Office of Instruction will update catalog language to include notice of program suspension or closure, including the appropriate timeline for teaching out current students.
- Closure of degree or certificate programs will follow the NWCCU [Teach-Out Plans and Teach-Out Agreements Policy](#) and provide currently enrolled students a reasonable opportunity to complete their program. The College will:
 - Ensure a teach-out plan is written, provides for equitable treatment of students, and:
 - is consistent with applicable standards;
 - provides that the institution will maintain the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that promised to the students upon enrollment;
 - demonstrates the institution’s stability and the ability to carry out its mission and meet all obligations to existing students; and
 - offers the program to students without additional charge over what had been previously in place, when the institution conducts the teach-out without involving another entity, or if another entity is involved, provides notification to students of any additional charges.
 - The practice for “teaching out” when a program is eliminated involves the following:

- Students are notified of changes in program status as early as possible, providing them with the planned sequence of events and options for completing current program requirements.
- This information is shared with students in a variety of ways, including announcements made in classes, on the College website, and in the SVC Catalog.
- If students cannot complete the program within the scheduled timeline, College counselors work closely with them to make alternative arrangement to complete program requirements utilizing online classes, independent study, or enrollment at other area colleges.

c: Instruction Committee