



POLICY TITLE
Closing a Program

POLICY NUMBER
1-7050

Responsible Office: <i>Office of Academics, Workforce, and Student Development</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>11/15/2023</i>
Policy Classification: <i>Academics, Workforce, and Student Development</i>	Origination Date: <i>02/22/2018</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) is responsible for continuously reviewing academic programs to assess their continuation or discontinuation. For students who have invested considerable time and financial resources toward completion of a low-performing program, the College will make reasonable accommodations so that the student may complete the program and receive the award.

II. POLICY RATIONALE AND SCOPE

Closing a program to enrollment in advance of removing the program from the College’s curriculum inventory is considered a Substantive Change by the United States Department of Education and by the College’s accrediting agency, the Southern Association of Colleges, and Schools Commission on Colleges (SACSCOC). As an accredited member institution of SACSCOC, BRCC is committed to compliance with the SACSCOC Substantive Change Policy and with the BRCC Academic Affairs Policy 1-7030, Substantive Change.

Program discontinuation may become necessary based on BRCC’s Academic Program Review (Academic Affairs Policy 1-4100 and associated procedures), a recommendation or mandate from the Board of Supervisors of the Louisiana Community and Technical Colleges System (LCTCS) stemming from review of the Program Health Index (LCTCS Academic Policy 1.047), or from review of the program by the State Board of Regents (Academic Affairs Policies 2.06). Examples of reasons for program discontinuation include but are not limited to:

- The program no longer meets a workforce need, as demonstrated by consistently low enrollments and job placement of completers.
- The program no longer meets student needs (*e.g.*, too long, wrong type of program, does not provide preparation for job placement or transfer, may have consistently low enrollments/completions, etc.).
- A program specialization track may also be inactivated for any of the above reasons or to streamline the program and increase program efficiency.
- The program has been eliminated or changed by accreditation agencies.

III. POLICY AUDIENCE

This policy applies to all BRCC programs recorded in the Board of Regents' Active Program Inventory for BRCC and in the Institutional Summary Reform provided to SACSCOC.

IV. POLICY COMPLIANCE

For compliance with the SACSCOC Substantive Change Policy, BRCC must notify SACSCOC of the intent to close the program to further enrollment prior to implementation, and request approval of the plan for offering courses so that enrolled students may complete the program (teach out plan). Failure to notify SACSCOC of the intent to close the program and obtain approval for the teach-out plan – represents non-compliance with the Substantive Change policies of both SACSCOC and BRCC. The SACSCOC Substantive Change Policy contains the following passage (*italics added for emphasis*):

Non-compliance

If an institution is non-compliant with Substantive Change Policy and Procedures or Standard 14.2 (Substantive change), its accreditation may be in jeopardy. An unreported substantive change may require a review of the institution's substantive change policy and procedures document by the SACSCOC Board of Trustees. Non-compliance subjects the institution to monitoring, sanction, or removal from membership. Failure to secure approval, if required, of a substantive change involving programs or locations that qualify for title IV federal funding may place the institution in jeopardy with the U.S. Department of Education, including reimbursement of funds received related to an unreported substantive change.

V. POLICY DEFINITIONS

Award level: A specific type of program as defined by the Board of Regents in which a student is enrolled, such as a certificate, technical diploma, or associate degree. BRCC offers four types of certificates (Certificate of General Studies (CGS), Certificate of Applied Science (CAS), Certificate of Technical Studies (CTS) and Career and Technical Certificate (CTC)), technical diplomas, and three types of associate degrees (Associate of Applied Science (AAS), Associate of Arts (AA), and Associate of Science (AS)). (Board of Regents Academic Affairs Policy 2.15, *Definitions of Undergraduate/Graduate Certificates and Undergraduate Degrees*)

Concentration: An alternative track of courses within a degree accounting for at least 30% of the specified group of courses in a particular discipline. (Board of Regents Academic Affairs Policy 2.11, *Approved Academic Terms and Degree Designation*)

Program: A combination of courses and/or requirements leading to a certificate, technical diploma, or associate degree for which semester credit hours are earned. The definition applies to a concentration within a degree as well.

Substantive Change (as defined by SACSCOC): A significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include closing a program, off-campus site, branch campus or institution.

Teach Out Plan: A proposal that includes informing enrolled students of the College's plan to discontinue the program, the requirements for completing the program (e.g., continuous enrollment, all courses must be passed), the sequence of courses to be offered by semester/term that will allow students to complete the program, the final term when the courses will be offered, and other/related program(s) in which a student may enroll.

VI. POLICY IMPLEMENTATION PROCEDURES

Whereas the overall process of closing a program applies to all programs, the specific procedure may vary depending on the reason for or entity requiring the closing of the program and the award level of the program. Detailed procedures are outlined in the document "Closing a Program: Procedures."

VII. POLICY RELATED INFORMATION

[Board of Regents Academic Affairs policies](#)
[SACSCOC Substantive Change policy](#)

VIII. POLICY EXCEPTION

Discontinuation of non-credit/workforce programs does not require adherence to this policy.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a revision to the policy with an effective date 2/22/2018. The effective date of this policy is determined by the approval date of the College's Chancellor. This policy is subject to the College's standard three-year policy review cycle, which commences after the effective date of the policy.

X. POLICY URL

This policy may be accessed on the [BRCC website](#).

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Ed.D.
Chancellor

12/18/2023

Date
Effective Date of the Policy