

Closing a Program – Procedure

Closing a program refers collectively to discontinuing enrollment, developing a plan for teaching out the courses, and obtaining approval at the College, state, and accrediting agency (programmatic and/or institutional) levels to delete the program from BRCC's active program inventory maintained by the Board of Regents (CRINPRGA; state-approved) and included on BRCC's Summary Form for Institutional Review (submitted with select reports to the Southern Association of Colleges and Schools Commission on Colleges, SACSCOC). The process is the same for all programs; however, a program may require completion of additional and/or alternative steps (e.g., award level, number of students enrolled, and results of a needs assessment). In most cases, the following steps are to be completed in the order listed.

1. Faculty, Program Manager, Department Chair, Division Dean, Assistant Vice Chancellor for Academics and Workforce Development, Assistant Vice Chancellor for Student Development, Director of Financial Aid, Provost/Vice Chancellor for Workforce and Student Development, and Chancellor discuss the rationale for discontinuing a program. In addition, input from the Offices of Education, Training, and Student Affairs at the Louisiana Community and Technical College System (LCTCS) and the State Board of Regents (BoR) may be considered.
2. Immediately upon deciding to close a program to new enrollment, the final term and year for enrollment must be determined. (If enrollment is to be closed immediately, step 7 must be completed next.)
3. The threshold for minimum credit hours earned by students who will be permitted to complete the program must be determined (e.g., a minimum of 25% of total program credit hours).
4. A teach out plan for offering the program-specific courses, by semester, is developed.
5. A letter of notification is sent to all affected parties - students, faculty, and staff. The letter will include the term and year for closing the program to further enrollment, the number of credits a student must have in order to complete the program, the expected term and year when the courses specific to the program will no longer be offered, and the final term and year when students may receive the award (same as the final term and year BRCC will report completers to the Board of Regents).
6. A letter of notification of the decision to close enrollment in and teach out the program is sent to SACSCOC immediately before or after step 5 is completed. The letter must include how students, faculty, and staff affected have been (or will be) notified of the plan to discontinue the program, accompanied by the teach out plan. The letter must include a statement of BRCC's commitment to making every effort to reassign faculty and staff impacted by the proposed action within the College.
7. The SACSCOC Accreditation Liaison contacts the Registrar to request removal of the program from the BRCC application, thus closing the program to further enrollment.
8. The program is removed from the *Catalog* and the BRCC website.
9. The LCTCS Form for New Program and Curriculum Modifications and the BoR Academic Affairs Request Form 2.08 are completed and forwarded to the Director of Curriculum and

Articulation. The completed and signed documents are sent by the Office of the Provost/Vice Chancellor for Workforce and Student Development to the LCTCS Chief Academic Affairs Officer for approval of the program deletion by the Board of Supervisors. Upon approval by the Board of Supervisors, the Chief Academic Officer for LCTCS forwards the BoR form for termination to the Academic and Student Affairs office at the BoR. Academic Affairs staff at the BoR remove the program from BRCC's active program inventory (CRIN).

10. Upon completion of the teach out, the program and the program-specific courses are formally deleted through BRCC's Courses and Curricula process.
11. The Registrar inactivates the courses in Banner, and the Director of Curriculum and Articulation removes the course Master Syllabi from the BRCC website.
12. The Vice Chancellor for Finance and Administration is notified of the program closure. The budget director will deactivate all budget codes assigned to the program and work with Human Resources on associated program personnel matters.
13. The property custodian will conduct a final inventory of the property and will forward the signed inventory certification to the property manager. If the program's property is to be moved to another location, the property custodian will complete and submit the movable property re-location form and follow the process of re-locating movable property. If the property is to be disposed of, the property custodian will complete and submit the surplus form and follow the process to dispose inventory.

Policy References and Links to Policies and Forms:

[LCTCS Academic Policy 1.024, New Program and Curriculum Modification Form](#)

[Board of Regents Academic Affairs Policy 2.08, Institutional Requests for Revision or Elimination of Existing Academic Programs and Administrative Units](#) ([form](#))

BRCC Faculty Senate Courses and Curricula documents ([Manual for Courses and Curricula; Deletion of a Program, Deletion of a Course](#))