



POLICY TITLE
Closing a Program

POLICY NUMBER
1-7050

Responsible Office: <i>Office of Academic and Student Affairs</i>	Effective Date: <i>02/22/2018</i>
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>02/22/2018</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) has the responsibility to discontinue academic programs with low enrollment and /or low number of completers or graduates. For students who have invested significant time and financial resources toward completion of the program, the College will make reasonable accommodations so that the program may be completed and the award received.

II. POLICY RATIONALE AND SCOPE

As an accredited member institution of the Southern Association of Colleges and Schools Commission on Colleges (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:

- 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 in order 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 credit programs offered by BRCC, 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, which includes closing a program, BRCC must both notify and request approval from SACSCOC prior to implementation. Failure to report the closure of a program is a violation of the Substantive Change policies of both SACSCOC and BRCC. The SACSCOC Substantive Change Policy contains the following passage (*italics added for emphasis*):

Failure to Comply with Reporting Requirements

If an institution fails to follow SACSCOC substantive change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

V. POLICY DEFINITIONS

Award level (Board of Regents Academic Affairs Policy 2.15, *Definitions of Undergraduate/Graduate Certificates and Undergraduate Degrees*): 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 two types of certificates (certificate of applied science, CAS, and certificate of technical studies, CTS), technical diplomas, and three types of associate degrees (associate of applied science, AAS; associate of arts, AA; and associate of science, AS).

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

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.

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](#)”, and the reporting instrument to be completed is entitled “[Program Discontinuation and Teach Out Form](#)”.

VII. POLICY RELATED INFORMATION

Board of Regents Academic Affairs policies are available at

<http://regents.state.la.us/page/policies-and-procedures>

SACSCOC Substantive Change policy and related information are available at

<http://sacscoc.org/SubstantiveChange.asp>

VIII. Policy Exception

Any program to be closed that is listed in the Board of Regents active program inventory for BRCC must be formally closed through the procedures established by BRCC, LCTCS, and the Board of Regents. Appropriate notification must be sent to SACSCOC for approval as soon as the decision is made to close and discontinue the program and prior to implementing the process of closing the program.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. 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 at www.mybrcc.edu.

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



Larissa Littleton-Steib
Chancellor

2/22/18
Date
Effective Date of the Policy