

<b>Course and Program Deactivation and Hiatus</b>	Procedure Number	2.3.3P
	Effective Date	July 26, 2022

## 1.0 POLICY AND PURPOSE

In accordance with the Course and Program Deactivation and Hiatus 2.3.3, the purpose of this procedure is to outline the process for deactivating courses and programs.

## 2.0 REVISION HISTORY

Adopted on: 7/26/22

## 3.0 PERSONS AFFECTED

Students, faculty, staff, administrators, and other entities affiliated with Laramie County Community College are subject to the processes established by this procedure.

## 4.0 DEFINITIONS

- A. *Academic Program* – An ordered sequence of instructional coursework that upon completion leads to LCCC conferring a degree or credential (e.g., applied bachelor’s degree, associate’s degree, a credit certificate, a credit diploma, or granting a non-credit certificate. New academic programs are created using the process outlined in LCCC Procedures 2.3.1P, approved through processes described in LCCC procedures [2.1.1P](#), and evaluated based on processes outlined in LCCC procedure 10.2P.
- B. *Academic Program Deactivation* – Permanent removal of an academic program from the catalog. Program deactivation is sometimes referred to as program closure.
- C. *Academic Program Hiatus* – Temporary removal of an academic program from the catalog. A program placed on hiatus remains an approved program but does not admit new students into the program. Programs can only be in a hiatus status for a total of three academic years. Program hiatus is sometimes referred to as “suspension”.
- D. *Academic Program Reactivation* – This is the process used to change a program on hiatus back to an active program. Academic programs that are deactivated are not eligible to be reactivated through this process.
- E. *Course Deactivation* – Permanent removal of a course from the catalog. Course deactivation is sometimes referred to as “course closure”.
- F. *Course Hiatus* – Temporary removal of a course from the catalog. A course placed on hiatus remains an approved course but cannot be scheduled. Course hiatus is sometimes referred to as “course suspension”.
- G. *Course Moratorium* – An annual administrative process that identifies courses that need to be reviewed for potential hiatus or deactivation. Moratorium is only one avenue by which courses could be placed on hiatus or be deactivated. It is a mechanism by which the deans will be made aware of courses that may need attention.

- H. *Course Reactivation* –The process used to change a course on hiatus back to an active course.
- I. *Degree* – A title granted to a student by LCCC on completion of a defined academic program of study approved by the Board of Trustees and the Wyoming Community College Commission. Degrees are defined in [LCCC procedure 2.1.1P](#).
- J. *Originator*- A faculty member, dean, the VPAA, the President or his or her designee who develops or initiates a curriculum change and sees the proposal through the approval process.
- K. *Teach-out Plan* – A guaranteed plan presented to students and advisors indicating when courses in a deactivated program or program on hiatus will be taught. This plan is intended to minimize the disruption of academic progress for declared students of the deactivated program or program on hiatus.

## 5.0 PROCEDURES

- A. Course Moratorium
  - 1) The Course Coordinator creates a list of courses that have not been scheduled for three consecutive years or have been cancelled the past three times the course has been scheduled. Under-enrolled courses are defined in [LCCC Procedure 2.13P](#).
  - 2) The appropriate Dean reviews each course in consultation with the impacted faculty to determine whether the course should remain active, be put on hiatus, or deactivated.
- B. Course Deactivation
  - 1) An originator submits a course deactivation proposal, after informing impacted faculty, to the ASC.
  - 2) The course deactivation proposal will include a rationale for the proposal and a report showing the greater curriculum impacts.
  - 3) The Dean, the Registrar, and the ASC must approve deactivations. The General Education Subcommittee must also approve deactivations of general education courses.
  - 4) Courses that have been deactivated cannot be reactivated; they must be submitted as new courses.
- C. Course Hiatus
  - 1) An originator submits a course hiatus proposal, after informing impacted faculty, to the ASC.
  - 2) The course hiatus proposal will include a rationale and a report showing the greater curriculum impacts.
  - 3) The Dean is responsible for completing a teach-out plan for students who still need the course to graduate. The teach-out plan should include viable course substitutions as established by [LCCC procedure 2.1.2P](#). The Dean is responsible for communicating with advising, the Registrar's office, and affected students about the teach-out plan.
  - 4) The Dean, the Registrar, and the ASC must approve the hiatus proposal. The General Education Subcommittee must also approve proposals for hiatus for general education courses.
  - 5) After three consecutive years of being in hiatus, the academic dean will submit a deactivation proposal to initiate the process, but ASC approval is not required. The Dean will also communicate with impacted faculty and advising when a course has been deactivated. The Course Coordinator will monitor all courses in hiatus and submit a report to the ASC chair each fall.
  - 6) To come out of hiatus status, an originator must complete the course modification process and include a rationale for why the course should be reactivated.

- 7) Courses that have been deactivated cannot be reactivated; they must be submitted as a new course.

**Academic Program Hiatus**

- 1) An originator submits a proposal to put a program on hiatus.
- 2) The academic program hiatus proposal will include a rationale and a teach out plan. The teach-out plan will include a list of currently enrolled students in the program and a degree audit for each student. The teach-out plan will include a timeline for guaranteed completion.
- 3) The Dean, Registrar, ASC, and President’s Cabinet must approve putting a program on hiatus. Upon final approval, the Board of Trustees, Office of Financial Aid and Scholarships, the Office of Institutional Advancement, and the Office of Institutional Effectiveness will be informed. The VPAA will notify the Wyoming Community College Commission and will coordinate notification to the HLC through Institutional Effectiveness.
- 4) An automatic deactivation proposal will go directly to ASC for a vote of approval after three years of a hiatus status.
- 5) The Dean is responsible for communicating with affected students about the teach out plan.
- 6) To reactivate a program from hiatus status, an originator must complete the new program development process to be reactivated. If the changes are minimal as outlined by the Wyoming Community College Commission, the academic program seeking reactivation may not need approval past the Board of Trustees. If the changes are substantial, an academic program seeking reactivation may need to follow the full process outlined in procedure 2.3.1P.

**Academic Program Deactivation**

- 7) An originator submits an academic program deactivation proposal to ASC.
- 8) The program deactivation proposal will include a rationale and a teach-out plan. The teach-out plan will include a list of currently enrolled students and a degree audit for each student. The teach-out plan will include a timeline for guaranteed completion.
- 1) The Dean is responsible for communicating with advising, the Registrar’s office, and affected students about the teach-out plan.
- 2) The Dean, Registrar, ASC, President’s Cabinet, and Board of Trustees must approve program deactivations. Upon final approval of these entities, the VPAA will notify the Wyoming Community College Commission and will coordinate notification to the HLC through Institutional Effectiveness.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Paula Badgett, ASC Chair	7/26/22
Approval by President's Cabinet		7/26/22
Ratified by College Council	Joe Schaffer (Co-Chair had not been elected)	9/26/22
Approval by President (Signature)		9/26/22