



# ADMINISTRATIVE PROCEDURE

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**TITLE: Academic Program Creation, Modification, and Deletion**

**ADMINISTRATIVE PROCEDURE # 4021** *(was 4021 A, B, C)*

**RELATED TO POLICY # 4021 ACADEMIC PROGRAM CREATION,  
MODIFICATION, AND DELETION**

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## I. INTRODUCTION

- A. An academic program is defined as the formal credit-bearing course of study necessary to qualify for a certificate or degree, or the formal credit-bearing course of study for general education. Not included in this definition are Continuing Education and Workforce Development courses and certificates, adult basic skills, and English to Speakers of Other Languages (ESOL).
- B. Program deletion may originate with faculty, administration and/or by community request/need.
- C. Faculty and administrators shall be involved in the process to create, modify, or delete a program before a final decision is made by the president to present to the Board.
- D. The deletion of a program may have significant consequences for faculty, staff, and students. Such a decision must be consistent with state, NWCCU and contractual obligations and must be consistent with HECC/Oregon/NWCCU requirements to provide an orderly, phased transition for students.
- E. Creation, modification, and deletion of programs should consider in order of importance: labor market forecast, enrollment, resource utilization, and return on mission.

## II. PROGRAM CREATION

- A. Program creation may originate with faculty, administration and/or by community request/need.
- B. Programs may be created for a variety of reasons including: the program is needed to address a local or regional workforce need (current or projected); the program will lead to jobs with competitive wages and wage progression; the program addresses a transfer need; new technologies require new programs; external funding is available to address local and regional workforce needs (sustainability

plan required); and/or modifications are needed (e.g. new CIP code, degree type change, significant course changes).

- C. New programs start with discussions. The CAO will review initial exploratory proposals for creation (within 3 weeks of proposal). The CAO will request additional information, deny, or approve moving forward with any new proposal.
- D. The new program sponsor will work with the Director of Curriculum, Assessment and Scheduling (CAS) to bring the proposal to Academic Council (AC) and statewide notification of intent (NOI) completed.
- E. The new program approval process will be completed in the Curriculum Management System (CIM) which houses all required information for state and NWCCU approval.

F. ORDER AND PURPOSE OF REVIEW

1. **Program sponsor and Chief Academic Officer:** This review ensures alignment with the strategic direction of the college, compliance with regulatory standards, academic rigor, faculty resources, and program need.
2. **Assessment and Curriculum Standards Committee (ACSC).** The ACSC works with faculty to provide academic curricular support/guidance and reviews proposals for new academic programs.
3. **Academic Council (AC).** The Council reviews curricula for compliance with state and accrediting guidelines/regulations and reviews transferability to other institutions of higher learning.
4. **Financial Aid Department.** The Financial Aid Department submits a certificate program to the US Department of Education for approval (preferably several months in advance of implementation) and adds new degree programs to their published list of programs eligible for financial aid.
5. **Chief Academic Officer (CAO) and/or Academic Services Council (ASC).** The CAO confirms that the program aligns with the strategic direction and budget planning requirements of the College and that new curriculum and programs budgets are accurately reflected.
6. **President.** The President approves the creation of new programs and moves the item forward to the Board of Education.
7. **Board of Education (BOE).** The BOE officially approves new programs.
8. **State of Oregon's Higher Education Coordinating Commission (HECC).** HECC confirms that new programs conform to state requirements and approve new certificates and Applied Associate of Science degrees.

9. **Northwest Commission on Colleges and Universities (NWCCU).** The Northwest Commission on Colleges and Universities monitors proposed changes to ensure that the program meets requirements and that the college will continue to have the capacity to meet the Commission standards for accreditation; specifics are defined in the NWCCU Substantive Change Policy. NWCCU also gives approval for all new programs and certificates.

### III. PROGRAM MODIFICATION

- A. Program modification proposals may be initiated by any stakeholder in collaboration with the faculty.
- B. Program modifications can occur for several reasons: changes of 30% or more of the program's curriculum, changes typically required as a result of program review (improvements based on assessment), changes in industry/business requirements, changes in transfer requirements, preparation for different employment opportunities other than provided by the existing approved program, or lack of resources to sustain the program without modification.
- C. Consideration of the modification of an academic program begins with a written form submitted through the curriculum management process (CIM).

#### D. ORDER AND PURPOSE OF REVIEW

1. **Program sponsor and Chief Academic Officer:** This review ensures alignment with the strategic direction of the college, compliance with regulatory standards, academic rigor, faculty resources, and program need.
2. **Assessment and Curriculum Standards Committee (ACSC).** The ACSC works with faculty to provide academic curricular support/guidance and reviews proposals for modifications.
3. **Academic Council (AC).** The Council reviews curricula for compliance with state and accrediting guidelines/regulations and reviews transferability to other institutions of higher learning.
4. **Chief Academic Officer (CAO) and/or Academic Services Council (ASC).** The CAO confirms that the program modifications align with strategic initiatives and budget planning.
5. **President.** The President approves program modifications that are greater than 30% in scope.
6. **Board of Education (BOE).** The BOE approves program modifications that are greater than 30% in scope.
7. **State of Oregon's Higher Education Coordinating Commission (HECC).** HECC approves program modifications that are greater than 30% in scope.

8. **Northwest Commission on Colleges and Universities (NWCCU).** The Northwest Commission on Colleges and Universities monitors proposed changes to ensure that the program meets requirements and that the college will continue to have the capacity to meet the Commission standards for accreditation; specifics are defined in the NWCCU Substantive Change Policy. NWCCU also gives approval for all new programs and certificates.

#### IV. PROGRAM DELETION

##### A. Definitions

1. **Program suspension.** No admissions are allowed for a period of up to three years to allow time for the College to make a determination of whether the program will be re-opened or deleted. A report and proposal is due to the Chief Academic Officer by the end of a specified period (three years or less) to re-open or delete the program. State notification is required for suspension and reactivation. A failure to reactivate within three years results in administrative deletion by HECC.
2. **Program deletion.** A deleted program is removed from the catalog, removed from the website, and the program is no longer offered. A teach-out plan is required that conforms to state and NWCCU requirements. Reinstatement of the program at a future date requires the completion of the new program process.4705
  - a. Program deletion may originate with faculty, administration
  - b. Programs may be deleted for a variety of reasons including: change in strategic direction of the college, low enrollment, decline in persistence, low graduation rates, non-existent transfer opportunities, restructure, merger, etc.
  - c. Consideration of the deletion of an academic program begins with a written proposal submitted through the curriculum management process (CIM).

##### B. ORDER AND PURPOSE OF REVIEW

1. **Chief Academic Officer.** This review ensures compliance with regulatory standards, academic rigor, faculty resources, and program need.
2. **Assessment and Curriculum Standards Committee (ACSC).** The ACSC works with faculty to provide cross disciplinary implications.
3. **Academic Council (AC).** The Council reviews proposal for compliance with state and accrediting guidelines/regulations.
4. **Chief Academic Officer (CAO) and/or Academic Services Council (ASC):** The CAO confirms that the program deletion aligns with strategic initiatives and

budget planning requirements of the College and that resource and teach-out plans are accurately reflected.

5. **President.** The President approves the deletion of programs and moves the item forward to the Board of Education.
6. **Board of Education (BOE).** The BOE officially approves program deletions.
7. **State of Oregon's Higher Education Coordinating Commission (HECC).** HECC confirms that deletions and suspensions conform to state requirements for AAS and certificate programs.
8. **Northwest Commission on Colleges and Universities (NWCCU).** The Northwest Commission on Colleges and Universities monitors suspensions/deletions to ensure that that all teach-out plans are satisfactory; specifics are defined in the NWCCU Substantive Change Policy.

## V. COMMUNICATION

- A. Program creations, modifications and suspensions/deletions are shared and approved at College Council and communicated, at minimum, to impacted faculty, Deans, Department Chairs, and offices of Advising, Financial Aid, and Registrar's Office.

### REFERENCES:

1. <https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/CCWD%20Suspension%20Form.pdf>
2. <https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=271504>
3. [https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/Program%20Amendments,%20Suspensions,%20and%20Deletions%20\(CTE\).pdf](https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/Program%20Amendments,%20Suspensions,%20and%20Deletions%20(CTE).pdf)
4. [Program and Course Approval Resources Program Approval Categories CCWD Quick Reference Steps and Timelines](#)
5. [OAR 589-006-0100 General CC Program Approval Requirements OAR 589-006-0150 Local CC Responsibilities for Program Approval](#)
6. [OAR 589-006-0200 Approval of Lower Division Collegiate Programs and Courses](#)
7. [OAR 589-006-0300 Approval CTE, Certificate of Completion, and AAS Degree Programs OAR 589-006-0350 Maintaining Approval of Certificate of Completion and AAS Degree Programs](#)
8. [OAR 589-006-0400 Approval of Other Education Courses](#)
9. NWCCU: [Substantive Change Manual](#)

**RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2030-2031**

**DATE OF ADOPTION: 5/3/2023**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**