PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 1.0.2 INACTIVATION OF ACADEMIC PROGRAMS

Policy #:	**I – 1.0.2**
Effective:	**July 2005**
Revised:	**October 2018**
Responsible Dept.:	**VPISS**

Purpose

To ensure academic programming decisions are made with input from appropriate advisory and decision-making college constituents and that all stakeholders are notified of programmatic changes at the college in a timely manner.

Policy

The office of the Vice President for Instruction and Student Services (VP-ISS) is responsible for ensuring all academic programming inactivation follows VCCS policy (Table 5-3) approval and/or notification processes. In addition, this office is responsible for ensuring all academic student services units and students enrolled in inactivated programs are notified.

Procedure

1. Faculty who wish to inactivate an academic program consult their respective division dean to review VCCS (Table 5-3) and college procedures (listed below).

    a. Faculty wishing to inactivate a career studies certificate, certificate, specialization within an existing degree or AAS degree collaborate with the dean and the Curriculum Advisory Committee to determine if inactivation is appropriate. In addition, the VCCS program inactivation procedures (Table 5-3) must be completed.

    b. Faculty wishing to inactivate a "transfer degree" (AA or AS) must collaborate with the division dean to ensure the VCCS program inactivation procedures (Table 5-3) are completed.

2. Upon completion of requirements for program inactivation, the respective academic dean will present the proposal to the Vice President for Instruction and Student Services (VP-ISS) group for review. This is done to ensure all VCCS requirements have been met and are clearly articulated.

3. After ISS review, the involved faculty present the request for inactivation proposal to the college's Curriculum and Instruction (C&I) Committee for review and approval for recommendation to the President's Staff. For inactivation of non-transfer programs, materials presented to the C&I Committee must include documentation of curriculum advisory committee review, input, and recommendation for inactivation.

4. After approval by the C&I committee the proposal is presented to the President's Staff by the VP-ISS.

5. After approval by the President's Staff the proposal is presented to the College Board.

6. After approval by the College Board, the VP-ISS will provide the required documentation to the Director of Institutional Research, Planning and Institutional Effectiveness (who serves as the college's SACS liaison) for submission to SACS.

7. The VP-ISS's office will use the following procedures regarding the approved program inactivation:

   a. The VP-ISS's office will notify the division dean of the approval for inactivation.

   b. The Division Administrative Assistant will run a standard query to determine all students currently enrolled in the plan, and Division Dean will notify, in writing, all currently enrolled program students of the program closure. This notification will include the approved "teach out" plan and consequences of not participating in the "teach out" plan.

   c. VP-ISS's office will inform Academic Computing and the Registrar's Office of the inactivation. Academic Computing will ensure that:

      1) Web application is updated;
      2) Academic Plan Code change is entered into PeopleSoft

   d. VP-ISS's office will inform Financial Aid and the Admissions and Advising Center of program inactivation.

   e. VP-ISS's office will remove program from program review schedule.

   f. When the "teach out" date has been reached, the dean will run a query to determine if any students are still enrolled in the inactivated program. The dean will then write a memo to the Registrar requesting students still enrolled in the program be placed in the program identified in the letter sent to the student.

   g. The dean will then inform the student, in writing, into which program they have been placed.

   h. Copies of all correspondence are placed in the student's permanent academic record.