



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 5

Curriculum Program Termination Procedure

Curriculum Program Termination and Extension Procedures

Termination of Curriculum Programs

1D SBCCC 400.6 (b) states:

The college shall terminate a curriculum program when there has been no enrollment for two consecutive years. A college may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. Each college planning to terminate a curriculum program shall inform the President of the North Carolina Community College System by submitting a termination notice. The President of the North Carolina Community College System shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board of Community Colleges a minimum of twice a year. The North Carolina Community College System will provide enrollment data to each college for low enrollment and no enrollment curriculum programs on an annual basis. The Board of Trustees and the president at each college will determine whether to terminate a no or low enrollment program, and, if so, will notify the President of the North Carolina Community College System. In all cases of curriculum program termination, the State Board, the President of the North Carolina Community College System, and the college(s) terminating the program must adhere to the teach-out policy of the college's institutional accrediting body.

It is incumbent upon the college terminating the program to:

- Complete the *Curriculum Program Termination Form* (Attachment 5A) with signatures by the College President and the Board of Trustees Chair.
 - Please note that if a college decides to reinstate a terminated program, a full program application will need to be submitted to the System Office for State Board action.
 - A summary of the termination request will be presented to the State Board of Community Colleges for information and will be included in the annual report to the General Assembly.
- Upon approval of the program termination, the submitting college will also need to notify their accrediting agency.

It is incumbent upon the college requesting a one-year extension of the program to:

- Complete the *Request for One-Year Extension of Curriculum Program* form (Attachment 5B) with signature by the College President.