

## KAUA‘I COMMUNITY COLLEGE

### Student Completion of a Terminated Academic Program

#### 1. Purpose

To provide guidelines for teach out plans for, and thus student completion of, a Board of Regents’ approved program that is being terminated. The teach out plans must be in accordance with ACCJC Accreditation Standards and as per Board of Regents Policy (RP) 5.201, which states that “Commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs.”

#### 2. Reference

A. University of Hawai‘i Board of Regents Policy (RP) 5.201: *Instructional Programs*

#### 3. Background

RP 5.201 states for termination of academic programs, that “commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs” and that “no new program admissions shall take place.”

#### 4. Guidelines

A. Decisions to stop-out and/or terminate an academic program shall in most cases be made prior to the first of February to allow for modifications to be made in the next edition of the college catalog and for notification of students currently enrolled in the program who are not completing the program in that semester.

- i. No new students will be admitted into the program in accordance with RP 5.201.
- ii. Students who are declared majors in the program and who are making progress towards completion shall be notified by their academic advisors of their options and time limit for completing the program.
- iii. Students who are declared majors in a program who are not making progress in the major, as evident by not successfully completing any courses in the declared major within the previous two semesters, will be removed from the program. An academic advisor will provide these students alternate pathways for completing a degree or certificate.

B. Time limits to complete a terminated program.

- i. For cohort programs, each course remaining to be taught to any cohort group will be taught as scheduled to allow the cohort group to complete the program. Any students who fail to meet the minimum grades to continue in the cohort will be removed from the program. An academic advisor will provide these students alternate pathways for completing a degree or certificate.
- ii. For non-cohort programs, the program coordinator, in consultation with the division chair, program counselor, and vice chancellor for academic affairs, shall develop a schedule for offering all remaining program courses required by students currently in the program (as evident by their declared major).
  - a. For one-year certificate programs, each remaining course will be offered twice (or once if all remaining students enroll the first time), over the period of two semesters to allow for student completion.
  - b. For degree programs, each remaining course will be offered twice (or once if all remaining students enroll the first time), over a period of four semesters to allow for student completion.
  - c. Students who do not successfully complete a course required to finish a program in the time periods above will be removed from the program. An academic advisor will provide these students alternate pathways for completing a degree or certificate.

Approved

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Margaret Sanchez, Interim Chancellor

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Date