

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Inactivation of College Credit or Clock Hour Programs of Study	<u>Number</u> 215
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2


**I. Purpose**

Changes in the work place or in the career goals of students, as reflected in data reviewed during the program review process, sometimes result in the need to consider eliminating a program of study. Because of the consequences of such a decision to Pensacola State College and the students currently enrolled, program inactivations must be carefully considered and managed.

**II. Procedure**

- A. The deletion of a baccalaureate degree program, an Associate in Science degree program, or a certificate or diploma program generally originates with a department head or program coordinator in consultation with teaching faculty and the program Advisory Committee.
- B. The department head proposing the program inactivation will discuss the rationale with relevant department heads and with district faculty who teach major courses in the program.
- C. In addition, the department head proposing the inactivation will ensure that departments in the district that offer support and general education courses in the program of study have an opportunity to comment on the proposal.
- D. In the case of baccalaureate degree programs, Associate in Science degree programs, certificate programs, or Applied Technology Diploma programs, the proposal to inactivate the program will be discussed with the program Advisory Committee.
- E. The department head will complete the Course/Program Action Form and forward the completed paperwork to the appropriate dean. A request for the inactivation of a program must include a comprehensive teach-out plan to accommodate students who have not completed the program. The teach-out plan shall include provisions for full-time and part-time students.
- F. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, will recommend approval or return the proposal to the department head.

- G. The Dean, Baccalaureate Studies and Academic Support, will schedule the proposal for Content Review. The department head may be asked to attend the Content Review meeting to answer questions about the proposal.
- H. After the Content Review the department head will make any necessary changes to the proposal and submit the original to the Dean, Baccalaureate Studies and Academic Support.
- I. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council and will include a copy of the proposal with the materials distributed, prior to the meeting, to the members of the Curriculum Council.
- J. The Curriculum Council will consider the proposal and will take one of the following actions:
  - 1. recommend approval of the proposal;
  - 2. reject the proposal; or
  - 3. table the proposal pending additional information.
- K. Once the Curriculum Council takes action on the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
- L. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for filing.
- M. The Vice President, Academic and Student Affairs will work with relevant staff to ensure the submission of appropriate documentation to the Southern Association of Colleges and Schools Commission on Colleges, as necessary.
- N. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the recommendation was approved, will instruct the appropriate staff to take the necessary steps to implement the inactivation of the program.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 09/06/2023