Baccalaureate Program Inventory Maintenance

Program Title or Code change

Any change to program title, CIP code, SOC code must be approved by the State Board staff prior to the college offering the modified program.

Program Status Change

Programs in Teach Out (Last Admit Term Applied)

Approved programs or options that have a last admit term added (teach out) for any reason (i.e., budgetary, job needs fulfilled, housekeeping, start-up delayed, etc.) may be placed in the last admit term category on the program inventory by campus request to the State Board office. The purpose of this category is to allow a campus ample time to study the continued need or allow some time for program modification and facility, equipment, or instructor acquisition.

The maximum time that a program may remain in a last admit term status is three years. If a program is not reinstated to fully active status during the three-year period, it will be removed from the respective college's inventory and made inactive.

If three years hasn't passed and a campus wants to reinstate a program from last admit term to active status, the campus must make the request to the State Board office.

If a college wants to reinstate a program after three years have passed, the college will need to follow the Bachelor's Degree Program Approval Process, establishing it as a new program.

Process for Termination of Programs

A community or technical college district may, at its own discretion, terminate a program and shall notify the State Board office of such action within six weeks of the time that the program is terminated. Once a program is terminated, the State Board office will maintain the coding associated with that program (in an inactive state) for a maximum of three years. The college is responsible for notifying any institutional partners (e.g. parties to an articulation agreement, program-specific accreditation bodies) of the program termination.

Appendix: Modify Existing Plan Form Fields

Modify Existing Plan

Contact Name:
Email:
Position Title:
Institution:
Today's Date:

VPI Email:
Enrollment Director Email:
Financial Aid Director Email:

Description of Change

Academic Plan Code:
Plan Change Description:

Effective Date:

Academic Career:
Academic Program:
Academic Plan Description:
Short Description:
Transcript/Diploma Description:
First Term Valid:
Program Type:
Plan Code of Primary Program:
Degree/Certificate Offered:
CIP Code:
SOC Code(s):
Program Length:
Request PRQ Plan Code?
Show in Advisement
Exclude in OAAP?
Is this plan offered in partnership with another college?
      Partnership College:
Program funding approved for:
      Veterans?
      Opportunity Grant?

Is this program being offered fully online?

Is financial aid available?

Underlying associate program(s)

Max Credits:

Document Uploads
- Attach learning objectives (program learning outcomes)
- Attach the curriculum guide listing required courses
- Attach the curriculum guide of the primary program
- Attach course descriptions for all required courses as they will appear in the course catalog. (Do not include course syllabi.)