



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Program Eliminations/Suspensions (Assistance to Students Affected)
Procedure Number: 07-2004-0009
Board Policy Reference: IV.A.

Accountable Administrator: Vice President Instruction
Position responsible for updating: Vice President Instruction
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Purpose/Principle/Definitions:

From time to time programs may be suspended or eliminated due to low enrollments, budgetary restrictions, changing labor market demands, or other unforeseen circumstances. The Office of Instruction, in collaboration with the Registrar, is responsible for taking the lead in working with students who may be enrolled in those programs to assist in their transition into other programs at BMCC or into teach-out agreements with other schools.

Guidelines:

The College will make every possible effort to make decisions about program suspension and/or elimination early enough for students to make arrangements to attend other schools or be enrolled in other programs at BMCC with the least possible disruption to the student.

When the College Administration decides to suspend or eliminate a program, the Student Services unit will identify students who may be affected by that action and will contact those students to advise them into other programs at BMCC that may serve the students' interests and needs. If this is not possible, the Office of Instruction will take the lead in investigating other reasonable options for students, such as programs at other colleges that students might attend, including online programs. This may or may not include financial support, depending upon the situation. The Vice President of Instruction will choose the best option to balance the students' and colleges needs.

Financial assistance for students, if it is to be offered, will be determined by the President and the Vice President of Instruction in each individual situation. It will depend on the numbers of students affected, where they might be able to finish, how far

they are along in BMCC's program, and the amount of notice the school is able to give students to make other arrangements.

Teach-out agreements (plans to assist students in completing their programs at other schools) will be created as necessary and in accordance with the circumstances at that particular time and may vary with each situation. The Office of Instruction and the Registrar will work to bridge communication between the students, the College Administration and any partner colleges to help facilitate a smooth transition for all.

The Registrar's Office, in collaboration with the Office of Instruction, is responsible for maintaining information on affected students, their progress at other institutions, and their satisfaction with the options offered to them in order to best serve students affected similarly in the future. The Office of Instruction will report all necessary information to the Northwest Association of Colleges and Universities and the State of Oregon Higher Education Coordinating Commission.