

**CURRICULUM PROCEDURES REFERENCE MANUAL**

**SECTION 5**

**Curriculum Program Termination  
and  
Level III Instructional Service  
Agreement Termination  
Procedures**

## Section 5

### **Curriculum Program and Level III Instructional Service Agreement Termination Procedures**

#### **Termination of Curriculum Programs**

*The college shall terminate a curriculum program when there has been no enrollment for two years; a college may request an 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 System President by submitting a termination notice. The System President shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board two times a year.  
(23 NCAC 02E. 0201(b))*

It is incumbent upon the college terminating the program to:

- 1) Complete the attached *Curriculum Program Termination Form* (see Attachment A) and have it signed by the President and the Chairman of the Board of Trustees.
- 2) Notify the Equipment Coordinator at the college if equipment is to be transferred to another department within the college or to another institution.
- 3) Be aware 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.
- 4) Have the completed and signed termination form sent to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
5016 Mail Service Center  
Raleigh, NC 27699-5016

### **Termination of Level III Instructional Service Agreements**

*Notification of termination of a level three agreement shall be sent to the System Office President by the college which grants the award, prior to the effective date.(23 NCAC 02E.0604(c)(3))*

It is incumbent upon the host and participating college(s) terminating the program to:

- 1) Adhere to the conditions and time frame for termination according to the terms of the agreement.
- 2) Complete the attached *Collaborative and/or Level III Instructional Service Agreement Termination Form* (see attachment B) and have it signed by the President at the host and participating college(s).
- 3) Have the completed and signed termination form sent to:

R. Scott Ralls, President  
NC Community College System Office  
5001 Mail Service Center  
Raleigh, NC 27699-5001

(Attachment A)  
*North Carolina Community College System*  
**Curriculum Program Termination Form**

*Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.*

College Name: \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Title: \_\_\_\_\_ Curriculum Code: \_\_\_\_\_

Termination Semester:  Fall  Spring  Summer 20\_\_\_\_

Termination is for (check appropriate items): \_\_\_\_\_ Campus \_\_\_\_\_ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: \_\_\_\_\_

Date that captive/co-opted facility was notified of termination of program: \_\_\_\_\_

Reason(s) for Terminating Curriculum: \_\_\_\_\_ Low Enrollment\* \_\_\_\_\_ No Enrollment\*

\_\_\_\_\_ Other (Please explain): \_\_\_\_\_

\*If the reason for termination of the program is low or no enrollment, please describe what factors contributed to the lack of enrollment: \_\_\_\_\_

Is the curriculum program part of a collaborative/Level III ISA plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have applicable collaborative colleges been notified of termination? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the program or any courses in the program be moved to Continuing Education? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is equipment available for transfer? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)*

Additional Comments: \_\_\_\_\_

*This is a formal notice to terminate the curriculum program as identified above.*

\_\_\_\_\_  
*Signature, President*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature, Board of Trustees Chair*

\_\_\_\_\_  
*Date*

