



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 5

Curriculum Program Termination
and

Level III Instructional Service
Agreement (ISA) Termination

Procedures

Section 5
Curriculum Program Terminations, Extensions 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 consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a 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 President of the North Carolina Community College System by submitting a termination notice. The President of the North Carolina Community College System shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board of Community Colleges a minimum of twice a year. 1D SBCCC 400.6 (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) Describe the factors which contributed to the no or low enrollment.
The System Office must present these factors to the State Board of Community Colleges and on the annual report to the General Assembly, therefore, forms that do not include this information will be returned to the college.
- 3) Notify the Equipment Coordinator at the college if equipment is to be transferred to another department within the college or to another institution.
- 4) 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.

It is incumbent upon the college requesting a one-year extension of the program to:

- 1) Complete the attached *One Year Extension Request Form* (see Attachment B) and have it signed by the College President.
- 2) Include information related to potential employment opportunities and student enrollment.

Please scan/email the completed and signed termination or extension form to:

Director of Academic Programs
NC Community College System Office
programs@nccommunitycolleges.edu

Termination of Level III Instructional Service Agreements

Notification of termination of a level three agreement shall be signed by the president of each participating college and shall be sent to the System Office President by the college that grants the award, prior to the effective termination date. (1D SBCCC 400.7 (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 C) and have it signed by the President at the host and participating college(s).
- 3) Please scan/email the completed and signed termination form to:

Director of Academic Programs
NC Community College System Office
programs@nccommunitycolleges.edu

Curriculum Program Termination Form

Attachment A

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: _____

Curriculum Title: _____ Curriculum Code: _____

Contact Person: _____ Phone Number: (____) _____ - _____

Email Address: _____

Termination Semester: Fall Spring Summer 20____

Termination is for (check appropriate settings): _____ 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* College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination):

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

If so, have participating colleges been notified of termination? _____ Yes _____ No

Please see section 6 of the CPRM for information concerning termination of ISAs.

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.)

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

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please scan/email this form to: Director of Academic Programs, NC Community College System Office, programs@nccommunitycolleges.edu

One-Year Program Extension Request Form
Curriculum Program with No Enrollment for Two Years

1D SBCCC 400.6 states the following: *The college shall terminate a curriculum program when there has been no enrollment for two consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment.*

Our college acknowledges that the following program has not had enrollment for over two years:

Curriculum Title: _____

Curriculum Code: _____

We would like to request a one-year extension for the following reasons (please include information related to potential employment opportunities and student enrollment):

College Name: _____

Contact Person: _____

Phone Number: (____) _____ - _____ Email Address: _____

Signature, President *Date*

Please scan/email this form to:

Director of Academic Programs
NC Community College System Office
programs@nccommunitycolleges.edu

*Level III Instructional Service Agreement
Termination Form*

Program Title: _____

Program Code: _____ Requested Termination Date: _____

Contact Person: _____ College: _____

Phone Number: (____) _____ - _____ Email Address: _____

Reason for Termination: _____

Host College	Signature, College President	Date
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Participating College	Signature, College President	Date
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Participating College	Signature, College President	Date
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Participating College	Signature, College President	Date
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The president of the host college and the president of each participating college should sign and date the termination form. Signing this document certifies concurrence in the decision to terminate the agreement and compliance of any termination terms specific to the agreement.

Once the termination form has been received and reviewed, System Office staff will update internal records and will send the host and participating college(s) a letter of acknowledgement.

Please scan/email this form to: Director of Academic Programs
NC Community College System Office
programs@nccommunitycolleges.edu