

Course and Program Deactivation and Hiatus

- H. *Course Reactivation* –The process used to change a course on hiatus back to an active course.
- I. *Degree* – A title granted to a student by LCCC on completion of a defined academic program of study approved by the Board of Trustees and the Wyoming Community College Commission. Degrees are defined in [LCCC procedure 2.1.1P](#).
- J. *Originator*- A faculty member, dean, the VPAA, the President or his or her designee who develops or initiates a curriculum change and sees the proposal through the approval process.
- K. *Teach-out Plan* – A guaranteed plan presented to students and advisors indicating when courses in a

- 7) Courses that have been deactivated cannot be reactivated; they must be submitted as a new course.

Academic Program Hiatus

- 1) An originator submits a proposal to put a program on hiatus.
- 2) The academic program hiatus proposal will include a rationale and a teach out plan. The teach-out plan will include a list of currently enrolled students in the program and a degree audit for each student. The teach-out plan will include a timeline for guaranteed completion.
- 3) The Dean, Registrar, ASC, and President’s Cabinet must approve putting a program on hiatus. Upon final approval, the Board of Trustees, Office of Financial Aid and Scholarships, the Office of Institutional Advancement, and the Office of Institutional Effectiveness will be informed. The VPAA will notify the Wyoming Community College Commission and will coordinate notification to the HLC through Institutional Effectiveness.
- 4) An automatic deactivation proposal will go directly to ASC for a vote of approval after three years of a hiatus status.
- 5) The Dean is responsible for communicating with affected students about the teach out plan.
- 6) To reactivate a program from hiatus status, an originator must complete the new program development process to be reactivated. If the changes are minimal as outlined by the Wyoming Community College Commission, the academic program seeking reactivation may not need approval past the Board of Trustees. If the changes are substantial, an academic program seeking reactivation may need to follow the full process outlined in procedure 2.3.1P.

Academic Program Deactivation

- 7) An originator submits an academic program deactivation proposal to ASC.
- 8) The program deactivation proposal will include a rationale and a teach-out plan. The teach-out plan will include a list of currently enrolled students and a degree audit for each student. The teach-out plan will include a timeline for guaranteed completion.
- 1) The Dean is responsible for communicating with advising, the Registrar’s office, and affected students about the teach-out plan.
- 2) The Dean, Registrar, ASC, President’s Cabinet, and Board of Trustees must approve program deactivations. Upon final approval of these entities, the VPAA will notify the Wyoming Community College Commission and will coordinate notification to the HLC through Institutional Effectiveness.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Paula Badgett, ASC Chair	7/26/22
Approval by President's Cabinet		7/26/22