

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: PROGRAM CLOSURE	Original Issue Date: December 10, 2009	Policy #: 711
	Supersedes: August 24, 2012	Effective Date: February 19, 2016
Committees/Individuals Consulted: College Administration	Reviewed & Approved by: College Planning Board of Trustees	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To provide guidelines for the closure of academic and nonacademic programs
To make provisions for student completion of academic programs

Definition:

Academic Programs: Degree, certificate granting, or other programs whose primary function is to deliver instruction or directly enhance student learning. This includes the School of Nursing, Education and Consulting Services, Allied Health, the Educational Resource Center and other programs that support student academic growth.

Nonacademic Programs: Programs that indirectly support student learning, but do not deliver instruction. These include Financial Aid, Clinical Affiliate Administration, and Office of Educational Services.

POLICY:

The decision to close a program shall include consideration of critical criteria, such as:

- Impact on mission and goals
- Demand for program services
- Efficiency and effectiveness in delivering services
- Resources to support service
- Impact on faculty and staff
- Impact on community
- Accreditation or credentialing requirements
- Level of approval required:
 - Classes/courses within a program can be discontinued at the divisional level pending approval of divisional Dean and Provost
 - Programs initially approved at the Board of Trustees level require Board approval for closure.

The College adheres to regulatory agency requirements and provides notification of the plan to close the program within specified time frames.

Students enrolled in degree or certificate granting programs shall be provided with a plan for program completion.

Student records for degree-granting programs will be maintained indefinitely.

Subject:

PROGRAM CLOSURE

Civil Service rules will apply to faculty and staff impacted by program closure.

PROCEDURE:

College administration will meet to discuss the recommendation, rationale, impact, and plans for program closure.

Provost/Divisional Dean will notify/obtain approval from the following as indicated:

- Divisional Dean/Director
- College Administrative and Planning committees
- College administration, faculty, staff, and students
- College Board of Trustees
- LAC + USC Medical Center (Medical Center)/Department of Health Services (DHS) Administration
- Los Angeles County (LAC) Board of Supervisors
- LAC/DHS Human Resources
- U.S. Department of Education, California Student Aid Commission
- Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC)
- California Board of Registered Nursing (BRN)
- Other regulatory agencies
- Other interested stakeholders, DHS facilities, Alumni Association

Provost/Divisional Dean/designee will complete and submit as indicated:

- Substantive Change Proposal to the Committee on Substantive Change of the ACCJC no later than two months prior to next scheduled committee meeting.

Dean, School of Nursing/designee will complete and submit to the BRN:

- Plan for closing the program no later than six months prior to date of intended program closure. Plan will include:
 - Statement of intent to close program
 - Summary of contributing factors
 - Plan for students currently enrolled in program
 - Plan for maintenance of student records
 - Agency/contact persons for obtaining student transcripts/records
- Notification of official closing date following graduation of program's last class

Dean, Administrative and Student Services will identify and communicate plan for student records to regulatory agencies, DHS/Medical Center, and alumni as indicated

PROCEDURE DOCUMENTATION:

Substantive Change Proposal to the ACCJC Committee on Substantive Change
BRN Notification/Plan

REFERENCES:

ACCJC: WASC Substantive Change Manual

BRN: Guidelines for Closure and/or Re-Opening of a Board-Approved Nursing Program

Subject:
PROGRAM CLOSURE

REVISION DATES:

December 10, 2009

August 24, 2012

February 19, 2016