

---

**TITLE: ACADEMIC PROGRAM CREATION, MODIFICATION, AND DELETION**

**BOARD POLICY # 4021**

---

- A. An academic program is defined as the formal credit-bearing course of study necessary to qualify for a certificate or degree, or the formal credit-bearing course of study for general education. Not included in this definition are Continuing Education and Workforce Development courses and certificates, adult basic skills, and ESL.
- B. The authority to create, modify, or delete an academic program rests with the College president or designee. Decisions regarding initiating, significantly modifying (i.e., modifications that need HECC approval), or discontinuing a program require Board of Education approval.
- C. Faculty and administrators shall be involved in the process to create, modify, or delete a program before a final decision is made by the president to present to the Board. This policy's associated procedures provide requirements for the processes.
- D. The deletion of a program may have significant consequences for faculty, staff, and students. Such a decision must be consistent with contractual obligations of the UCCFA and ACEUCC contracts. Consideration of student interests must be consistent with HECC/Oregon requirements to provide an orderly, phased transition for students. Any decision must be preceded by program review and reasonable remediation efforts.
- E. Creation, modification, and deletion of programs must consider the following factors:
  - 1. The need for the program
  - 2. The program's relationship to the mission of the College
  - 3. Community and student needs addressed by the program
  - 4. The relationship of the program to other programs at the College
  - 5. Program quality and effectiveness
  - 6. Factors and dynamics impacting enrollment and retention of students in the program
  - 7. Availability of resources to sustain the program at an acceptable level of academic quality
  - 8. The effect of the program on institutional effectiveness

**REFERENCES:**

**RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

---

**NEXT REVIEW DATE: 2023-2024**

**DATE OF ADOPTION: 4/14/2021**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**