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| **Office of academic and Student affairs** |

 **DATE:**

**TO:** Patrick Crane, Director

 Office of Community College and Workforce Development

 255 Capitol Street NE

 Salem, OR 97310

**RE: Program Suspension**

Dear Patrick:

Lane Community College is requesting the deletion of our (insert program title here).

Please find attached suspension form.

Sincerely,

Paul Jarrell

Vice President, Academic and Student Affairs

Lane Community College

**Office of Community College and Workforce Development (CCWD) Policy**

All suspended AAS degrees, AAS option degrees, or certificate of completion programs must be reported to CCWD immediately. It is required that the college send a signed letter of notification, approved by the chief academic officer or college president, that includes the name of the program to be suspended. The letter must include all information found in the below form or be attached to the filled out form. Multiple program suspensions may be included in one letter.

**Oregon Administrative Rules**

[OAR 589-006-0350 (4)](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153505)

Community colleges may request that a program be suspended for a period of three years. The program suspension period will begin on the date the college notifies the Office of its intent to suspend a program. The Office will notify colleges prior to the deletion of suspended programs. After three years suspended programs will require re-approval utilizing the Certificate of Completion and Associate Degree Approval Procedure identified by the department.

**Name of College**

**Date of Letter**Date on signed letter by Chief Academic Officer or College President.

 **Full Name of Program as it appears in Webforms and Award**
Example: Administrative Office Professional\*\*\*Medical (AASO)

 **Full 8 Digit CIP Code**
(8 Characters)

**Suspension Date**Date College is requesting the program be suspended in Webforms.

**Reason for Suspension**
Community Colleges may suspend an AAS degree, AASO degree, and a certificate of completion program due to a variety of factors that include, but are not limited to: low student enrollment, lack of financial resources, inability to recruit qualified instructors, and changes in employment opportunities or workforce needs. Below site the college’s reasons for suspension, including all documented background information (e.g. labor outlook, board approvals, decline of student enrollment.) If more space is needed, please attach the additional information to this document.

**Student Enrollment**

Data that shows the declining enrollment. If the program is not suspended due to student enrollment, then please write “No Impact”.

 **Financial Resources**

Explain the financial resource decisions that lead to the suspension of this program. If the program is not suspended due to financial limitations, then please write “No Impact”.

**Inability to Recruit Qualified Instructors**

List the steps that the college took to find qualified instructors. If the program is not suspended due to an inability to recruit qualified instructors, then please write “No Impact”.

**Industry Need**

How did the industry/employment changes in your area lead to the suspension of this program. If the program is not suspended due to a change in industry/employment needs, then please write “No Impact”.

**Other Reasons**

Please list all other impacts that lead to the suspension of this program. If the program is not suspended due to other reasons, then please write “No Impact”.

 **Teaching Out Obligations**
“Teaching out” the program includes, but may not be limited to: plans for students currently enrolled in the program to complete in a timely manner, reimbursement plans, date of deletion from the college catalog, informing and transition of faculty, and notifying employers, workforce development organizations and other community stakeholders.

**Students Currently Enrolled in the Program**

List all the steps the college is taking to assist the students who are currently enrolled in the program.

 **Reimbursement Plans**

Teaching out a program is always preferred. If the college is not able to teach out the program, what is the plan to reimburse studens who will be affected by this suspension?

 **What date will this program be deleted from the college catalog (online and written)**

**Informing the college community and faculty impact**

How do you plan to inform the college community and address any impacts to faculty?

 **Stakeholder Notification**

What is the college’s plan on notifying stakeholders (employers, workforce dev. organizations, high schools if the suspended program was a part of a Perkins Program of Study, and other partners?

**Submit letter, form and any attachments to:** Kasena.Dailey@HECC.Oregon.Gov