



# Program of Study (POS) Inactivations & Teachouts

FALL 2023

# Agenda

- ▶ POS Status' and Impact across systems
- ▶ Types of curricular changes that trigger POS inactivations
- ▶ Inactivation Process Map
- ▶ Division Dean/Division Assistant Roles
- ▶ Curriculum Committee changes needed to support the Inactivation process

# POS Status' and Impact across systems

- ▶ CurricUNET POS Status':

- ▶ Active
- ▶ Inactive
- ▶ Banked

- ▶ Banner

- ▶ Active
- ▶ Inactive

- ▶ COCI\* POS Status':

- ▶ Active
- ▶ Active-Teachout Only
- ▶ Approved
- ▶ Draft
- ▶ Inactive
- ▶ Revision
- ▶ Review
- ▶ Submitted

# Types of curricular changes that trigger POS inactivation process

- ▶ Credit changes that move the threshold to a different type of degree/certificate
  - ▶ I.e. 6-15.5 credit certificate to an 16-30 credit certificate
  - ▶ I.e. Associate of Arts Degree to an Associate of Science Degree
- ▶ Title Changes
  - ▶ Business Administration (Associate Degree) to a Business Management (Associate Degree)

**REASON:** POSs have a unique identifier (Program Code) and these changes have a retroactive impact to those students receiving diplomas and transcripts under those programs codes. There would be a misalignment with the Catalog of Record.

# Program Inactivation Process Map

- ▶ After Board Approval of the Inactivation/Change of the Program leading to Banner inactivation:
  - ▶ Curriculum Specialist entry into a Smartsheet
  - ▶ Numerous offices are automatically notified to take Action: (FA/VA/ISP/PRIE/TES/Counseling/SSL/A&R/Marketing)
- ▶ Student Communication is managed by the Division Offices

# Division Dean/Division Assistant Role in POS Inactivation (Pre-Teachout)

- ▶ **TRIGGER:** PRIE Office will send a list of Active students in the inactivated program to the Division Dean & Division Assistant.
  - ▶ Division Dean calls a meeting with support team for Teach-out and Student Communication Plan (Dean of Counseling, MM/IA/ACC Support folks, Registrar, Division Assistant, others).
  - ▶ Division Dean Template for Student Program Inactivation is updated according to the POS Inactivation specifics (including a Program Map of when all of the courses to complete the program will be offered in what term) and sent to student's my.smccd.edu email.
  - ▶ Division Assistant uploads a copy of the Program Inactivation letter and Program Map into WebXtender for each student.

# Division Dean/Division Assistant Role in POS Inactivation (Post-Teachout)

- ▶ **TRIGGER:** Teachout End Date is reached; automated notification to various offices.
  - ▶ PRIE Office will send a list of Active students STILL IN the inactivated program to the Division Dean & Division Assistant.
  - ▶ Division Dean Template for Student to UNDECIDED is updated according to the POS Inactivation specifics and sent to student's my.smccd.edu email.
  - ▶ Division Assistant uploads a copy of the Move to UNDECIDED letter into WebXtender for each student.

# Curriculum Committee changes needed to support the Inactivation process

- ▶ When a POS is inactivated, the following items need to be included in the faculty submission:
  - ▶ Catalog to be Inactivated.
  - ▶ Program Map of when each course is guaranteed to be offered over the course of a Teachout (Typically, Associate Degrees are a 2-year Teachout and Certificates are a 1-year Teachout).
  - ▶ Suggestions of the similar POSs the student may be interested in transferring into.

Can't we just move the student into the new Program Code for the POS with the new title?

NO!

- ▶ It is illegal (Department of Education) for institutions to put students into federal financial aid eligible programs without their consent.

# How long is the teachout period and do we have flexibility?

## Schools must accurately report their programs' published length

- ▶ The Department's regulations require each school to have established a normal time for completion for each of its academic programs. 34 CFR 668.41 (a) defines normal time as "the amount of time necessary for a student to complete all requirements for a degree or certificate according to the school's catalog." The definition goes on to say, "This is typically four years for a bachelor's degree...two years for an associate degree... and the various scheduled times for certificate programs." **Therefore, a school must have established a program's published length in time (years, months, or weeks), not just in credit or clock hours**, to comply with 34 CFR 668.41 (d) (4) and 668.45 and must report that published length in time to COD and NSLDS.
- ▶ If the school has published, in its catalog, on its website, or in any promotional materials, the length of the program in weeks, months, or years, the program length to be reported to COD and NSLDS must be the same as the program length that the school has published. Note: For gainful employment programs, the school must have published the program's length in weeks, months, or years on the school's website.
- ▶ If the school has not published a program length and the program is an associate or bachelor's degree program, the program length to be reported should be 2 years or 4 years, respectively, unless the academic design of the program makes it longer or shorter than the typical, 2-year associate degree program or 4-year bachelor's degree program.
- ▶ For all other programs for which the school has not published a program length, the program length is based on the school's determination of how long, in weeks, months, or years, the program is designed for a full-time student to complete.
- ▶ See the [April 20, 2015, electronic announcement](#).

**NOTE:** A teachout plan, i.e. Program Map, should align with the program length as reported to the [Department of Education](#) and recorded in Banner screen SFACPLR.

Questions?