

DIN: 3070-1-01
Title of Policy: Program Suspension/Closure

Policy

Northwest Technical College will follow an established process for the suspension and/or closure of programs that complies with Minnesota State College and University policy 3.14. The final decision on program suspension/closure will be made by the college President.

Purpose

To ensure that decisions to suspend or close programs are completed with appropriate and relevant information and with opportunity for comment.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President	Communicate decision to suspend or close program to Chancellor's office.
Provost	Upon completion of the Program Suspension/Closure process (3070-2-01), make the decision with the president to suspend or close programs.
Academic Dean	<p>Initiate and lead the implementation of the Program Suspension/Closure Process (3070-2-01), conducting all actions required by the Dean. Analyze program health indicators and provide recommendation to the Provost. Together with Provost, decide programs for which to begin the Program Suspension/Closure process. Conduct Dean's actions in the process, including gathering of documentation and conducting communications.</p> <p>When a decision made to suspend/close a program has been approved by Provost and President (and the Office of the Chancellor for closure), communicate to appropriate internal and external personnel, and implement actions necessitated by the program suspension/closure.</p>
Shared Governance Council, Academic Affairs and Standards Council, program faculty	Participate in the process as appropriate.
Dean/Dean's assistant	Upon official notification by the Dean of the program's suspension/closure, complete and submit required paperwork to Provost for necessary signatures. Upon receiving necessary signatures, submit approval paperwork from Dean to MnSCU Program Approval office. Communicate to the Provost when approval has been secured.

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Admissions/External Affairs	Communicate information on suspended/closed programs to prospects and applicants upon direction to do so by the Dean.
External Relations/Dean's assistant	Upon official notification by the Dean of the program's suspension/closure, remove program from college's informational materials, including website.
Dean, Program Faculty, Division Chair, Counselors	Upon official notification by the Dean of the program's suspension/closure, provide options to learners that are in suspended/closed program.
Dean's administrative assistant	Upon official notification by the Dean of the program's suspension/closure, complete necessary ISRS data input. Communicate program suspension/closure to high schools and colleges with whom NTC had articulation and/or advanced standing agreements for this program.
Registrar	Upon official notification by the Dean of the program's suspension/closure, complete necessary DARs data input.

Supporting References

Listed below are college document(s) that support this policy:

3070-2-01 Program Suspension/Closure Process

3070-4-01 Program Suspension/Closure Proposal form

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MnSCU Board Policy 3.12 - [Academic Program Suspension and Reinstatement and Closure](#)

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