



## Standard Operating Procedure

**Procedure Title:** Course Cancellations and Program of Study Discontinuations

**Procedure #:** CC.003

**Revision #:** 03

**Unit Responsible:** Curriculum Committee

**Individual Responsible:** Chair, Curriculum Committee

**Effective Date:** 07/21/2023

**Initial Approval Date:** 03/20/2019

**Last Review/Update Date:** 07/21/2023

**Next Review Date:** 07/01/2026

**\*Does this procedure support a Board Policy?** Yes

**If yes, identify:** [3.080-Canceling Course Sections](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** Yes

**If yes, identify:** [3A, 3B, 4A, 4B](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation?** No

**If yes, identify:** n/a

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## **Course Cancellations and Program of Study Discontinuations, BP 3.080**

### **1. Purpose**

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To review course cancellations and program of study discontinuations proposed by the Curriculum Committee (CC) in order to ensure consistency across the various divisions of the college.

### **2. Scope**

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This standard operating procedure (SOP) applies to all credit-bearing course cancellations and program of study discontinuations proposed by the faculty of Lansing Community College (LCC).

### **3. Prerequisites**

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n/a

### **4. Responsibilities**

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- The Chair of the CC is responsible for overseeing each stage of this SOP.
- The CC will be responsible for overseeing the detailed review of each course cancellations and/or each program of study discontinuation.

### **5. Procedure**

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#### A. Course Cancellation

1. The Director of Academic Operations runs a data report on courses not run in three years.

The Course Information Management Team (CIMT) representatives and/or designee will review the report with their departments and programs to determine which courses

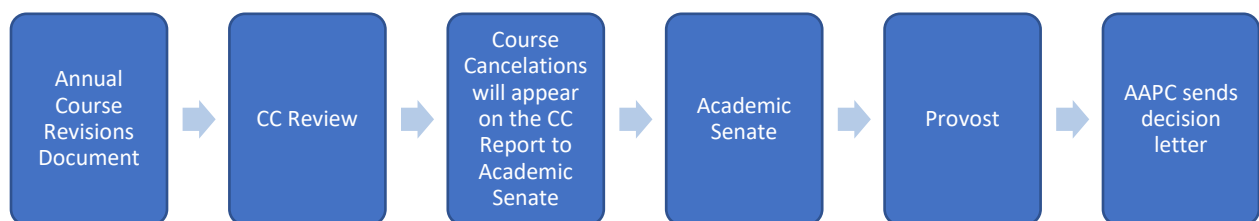
1. Tuition – Eligibility for In-District, In-State, Out-of-State, or International Rate cancel
2. should be canceled. The departments or programs will also notify the CIMT representatives and/or designee of other courses that may have run in the last three years but are being canceled for other reasons.
3. The CIMT representative adds the courses to be canceled to the CIMT Course Revisions document.
4. The CC reviews the Annual Course Revisions document at their next meeting. Any concerns would be discussed with the CIMT representative and/or department/program Chair.

5. Any courses approved for cancelation will be documented on the Annual Course Revisions document and included in the Academic Senate materials, to ensure that faculty are aware of the course cancelations.
- B. Program of Study Discontinuation
1. Faculty proposing program of study discontinuations must follow their divisional processes, leading to approval by their Dean. This includes completing the Program of Study Discontinuation form, which includes Teach-out Plan, through the [5-star ticket system](#).
  2. If the Dean approves, the form will be forwarded to the CIMT representative and/or designee, and submitted through the [5-star ticket](#) system. If form is in order, the arrival date is recorded, and the CC conducts formal, detailed review. In the event of any questions or concerns, they will consult with the divisional CIMT representative and/or designee to request additional information.
  3. If the cancelation or discontinuation is approved by the CC, the Academic Affairs Project Coordinator (AAPC) will forward the cancelation or discontinuation proposal to the Academic Senate President for senate review.
  4. If the Academic Senate approves the cancelation or discontinuation, the AAPC will forward the cancelation or discontinuation proposal to the Provost for review.
  5. The AAPC will forward a decision letter to the Dean and CIMT representative and designee. The CIMT representative and/or designee communicates with the contact person listed on the proposal.
  6. For discontinuation of program of study, the approved letter will also be forwarded to the Accreditation Liaison Officer (ALO) and Senior Director of Financial Aid & Title IV Compliance.

## 6. Reference

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**Course Cancelations:** [Worksheet](#) (forms tab)



**Program of Study Discontinuations:** [Worksheet](#) (forms tab)



5-star ticket form: [Program of Study Discontinuation](#)  
[Discontinued Programs of Study Teachout Plan-AA.021](#)

## **7. Definitions**

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- Curriculum Committee (CC) – A Standing Committee of the Academic Senate charged with providing “leadership and support related to academic courses and curricula to ensure that academic standards are maintained” and led by faculty.
- Course Information Management Team (CIMT) – A college-wide committee charged with managing data, information and processes to coordinate and implement aspects of academic course scheduling and instruction.
- Accreditation Liaison Officer (ALO) – The individual identified by LCC to serve as a contact point with the Higher Learning Commission, in addition to the College’s President. The ALO is expected to be aware of HLC requirements and to guide the College’s efforts in relation to compliance.
- Course cancelation means the course is no longer active and not currently being offered to students. A canceled course can be made active again in the future if needed. If it is made active again but with extensive revisions, a new course code will be recommended.
- Program of Study discontinuation means that the degree or certificate will no longer be offered for study at LCC. In rare cases, a program of study can be made active again.