

402- Academic Program Inactivation

Purpose:

The purpose of this operational procedure is to outline the steps and responsibilities involved in inactivating an academic program at Bismarck State College (BSC). This process is designed to prioritize student success, ensure full compliance with institutional, state, and federal regulations—including those required by the State Board of Higher Education (SBHE), North Dakota University System (NDUS), and the Higher Learning Commission (HLC)—and maintain the academic integrity and operational continuity of the institution.

This procedure applies to all academic credit-bearing programs approved for delivery at BSC, regardless of modality, location, or delivery method.

Procedure:

1. Initiation of Inactivating a Program

- a. A program inactivation is initiated by the Assistant Dean or Academic Dean in consultation with the Dean of Institutional Effectiveness based on enrollment trends, resource constraints, strategic alignment, or accreditation/licensure changes.
- b. The Vice President for Academic Affairs (VPAA) or designee must review and approve the request to initiate the program inactivation process.
- c. Upon VPAA approval, Assistant Dean completes the Program Inactivation Form and provides information regarding program termination date, rationale for making program inactive, and enrollment history.

2. Program Inactivation Form

The following is documented and communicated as part of the program inactivation form:

- a. **Last Admit Term:** Identify the final semester in which new students may be admitted, transferred into, or re-admitted to the program.
 - a. No new applications or transfers into the program will be accepted.
 - b. Former students may not be re-admitted into the discontinued program.
- b. **Program Access Restrictions:** The program will be removed as an option on the admission application and all applicable GT Forms, including Program Change, Multiple Program, and Continuing Enrollment forms.
- c. **Maximum Teach-Out Duration:** The teach-out period should not typically exceed three academic years following the last admit term. Exceptions require written justification and approval from the VPAA.

3. Catalog Statement and Annual Review

- a. The following statement will be placed at the top of the program overview section in the published catalog if the last point in time to allow students to be admitted to the program is prior to the first Monday of October: *"New enrollments into this program are restricted as of [Term, Year]. Please contact an academic advisor about alternative options."*
- b. During the annual catalog review process, Assistant Dean of programs in teach-out status must make a recommendation whether to remove the program from the catalog and complete the termination process (step 6).

4. Teach-Out Development and Program Integrity

The Assistant Dean collaborates with the program advisor to identify currently enrolled students and obtain their degree plans. A draft teach-out plan is created considering:

- a. Student status (full-time/part-time)
- b. Course modality and sequencing
- c. Faculty availability
- d. Potential course substitutions or transfer opportunities
- e. Financial aid and military benefit eligibility

The draft plan is reviewed and approved by the Academic Dean, and input is gathered from Program Faculty, Academic Records Office, Financial Aid and Veterans Services.

Curriculum and degree requirements must remain static, and no substantive changes may be made unless required by accreditation, licensure, or regulatory compliance and approved by VPAA.

5. Student Monitoring and Communication

- a. The Assistant Dean in collaboration with the Academic Advisors must monitor enrollment and progression of teach-out students.
 - i. Ensure alignment with BSC's Enrollment Interruptions:
 1. Track students enrolled in the teach-out program.
 2. Discontinue inactive or non-participating students.
 3. Determine when students are no longer eligible to continue in the program.
 - ii. Ensure alignment with BSC's Academic Program Inactivation Statement in the College Degree Requirements page in the BSC Catalog.
- b. Formal written communication must be sent to all affected students outlining:
 - i. The program's inactivation timeline
 - ii. Key deadlines
 - iii. Instructions for completing the program or transitioning to a related program.

6. Final Program Termination and Program Removal

Once all students have graduated, been discontinued, or completed a program change:

- a. The Assistant Dean will verify that no students remain actively enrolled in the program or sub-plan and update the previously submitted Program Inactivation Form with the final Program Termination date for Dean and VPAA approval.



- b. Upon approval, the VPAA will process the Program Inactivation Form to final termination and submit all required documentation to the North Dakota University System (NDUS) and, if applicable, the Higher Learning Commission (HLC).
- c. Academic Records will inactivate the program and/or sub-plan in CampusConnection and remove the program from all applicable BSC forms and the academic catalog.

7. Human Resource Considerations

The Dean and Assistant Dean will assess faculty and staff assignments and reassignments where possible and if applicable notices of position eliminations must follow [SBHE Policy 605.3](#). Adjunct staffing may be used to support limited-term offerings during the teach-out period.

Role and Responsibilities

Role	Responsibilities
Assistant Dean	Lead teach-out planning; initiate inactivation form; oversee communication; identify deadlines; coordinate internal removals.
Academic Dean	Approve the teach-out plan and personnel adjustments.
Dean of IE	Provide data analysis and ensure compliance in the activation process
Academic Advisor	Update student degree plans; communicate plan details to students.
Academic Records	Update catalog and program forms; monitor student activity.
VPAA	Approve and submit termination documents to NDUS and HLC.
Veterans Services	Ensure the continued eligibility of military students.
Admissions	Remove program from application forms; notify prospects; support student transfers.
Marketing	Remove the program from promotional materials and the website.

References:

[SBHE Policy 421](#) – Academic Program Requests

[SBHE Policy 605.3](#) – Nonrenewal, Termination, or Dismissal of Faculty

History of This Procedure:

First procedure: August 11th, 2025. Approved by VPAA Alicia Uhde on August 11th, 2025.