

# Policy Manual



<b>Title: Closing Educational Programs on Campus, at Off-Campus Centers and at Off-Campus Sites</b>	<b>Number: 6Hx2-4.10</b>
<b>Legal Authority: Fla. Statute 1001.64</b>	<b>Page: 1 of 3</b>

## GENERAL STATEMENT

Broward College (the “College”) offers educational programs on campuses, at off-campus centers, and off-campus sites both in Broward County and at international locations. The purpose of this policy is to ensure that students pursuing degrees are able to complete their program of study in the event that a decision were made to close an educational program, off-campus center or site.

In the event that it becomes necessary to take this action, the College would establish a “teach out” plan in accordance with the Policy Statement of the Commission on Colleges of the Southern Association of Colleges and Schools.

## THE POLICY AND THE STUDENT

In the event that it becomes necessary to close an educational program, center or site, the College will seek to provide the student with the opportunity to fully complete the term and program of study in which they are enrolled.

Permanent records for Broward students are maintained by the College at its District Office in Ft. Lauderdale, FL. These records are accessible to eligible students online. Transcripts of coursework are available via online or mail request. “Teach-out” procedures for guiding the closure of educational programs, on-campus, at off-campus centers or sites, will be equitably applied both in district and at international locations.

## THE POLICY AND THE FACULTY AND STAFF

In the event that a decision were made to close an in-district educational program, center or site, all provisions of the faculty contract pertaining to employment and reduction in force will be maintained. The Broward College Curriculum Committee must review the closing of an educational program. At international sites, since there is no employment of faculty by Broward College, there is no expectation of continued employment or any type of remuneration expected from the College.

## IMPLEMENTATION AND OVERSIGHT

It will be the responsibility of the Vice President for Academic Affairs, working in cooperation with the respective Provost or the Associate Vice President for International Education to

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**Approved by the  
Board of Trustees**

**Date:**  
1/27/09

**President’s Signature**

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determine when to recommend the closure of a program or off-campus center or site to the President. Such action will not be taken without a thorough evaluation of other programming options and special consideration of the implications for students pursuing degrees which may be enrolled in the program, center, or site at the time. The decision to close a program, center, or site must be made by the District Board of Trustees and communicated to the Commission on Colleges by the President of the College. The President is authorized to issue implementing procedures.

## VIOLATIONS

Violations of this policy may result in disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

## DEFINITIONS

Educational Program - a specific course of studies leading to a degree or certificate at Broward College.

International off-campus site - an overseas institution operating independent of the College which has entered into a Contract for Instructional Services with the College to offer Broward courses and credits for which Broward College has been approved by the Southern Association of Colleges and Schools.

International off-campus center - an overseas institution operating independent of the College which has entered into a Contract for Instructional Services with the College to offer Broward courses and credits where more than 50% of instruction leading to a degree is offered for which Broward College has been approved by the Southern Association of Colleges and Schools.

Off campus site - a location where any Broward College courses are offered whether in district or out of district.

Off-campus center - a location where more than 50% of instruction leading to a degree is offered.

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Teach-out plan - If a decision is made to close an educational program, off-campus site, or off-campus center; the institution must address the needs of currently enrolled students with one of two options:

1. teach out currently enrolled students and no longer admit students to the program, or
2. enter into a contract for another institution or organization to teach out the educational program.

Such a teach-out agreement requires the approval of the Commission on Colleges, Southern Association of Colleges and Schools.

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*J. David Anthony Jr.*

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