BOARD POLICIES:

301.1: Program Award Level Definitions and Requirements

302.1: Academic Planning Forecast

303.1: Program Approval and Review Criteria

303.2: Substantive Program Application

303.3: Non-Substantive Program Application

303.6: Program Suspension or Termination

303.7: Program Reactivation

304.1: Approval of Additional Location or Branch Campus

304.2: Closure of Additional Location or Branch Campus

304.3: Program Expansion, Suspension or Termination, and Reactivations at an Additional Location or Branch Campus

SUMMARY

The purpose of the proposed policies is to guide the South Dakota Board of Technical Education's academic program management and planning. The proposed policies strengthen the South Dakota Board of Technical Education's approach to assuring quality academic programs as well as effective and efficient System-level operations.

If approved, the policies will become effective on July 1, 2021.

COMMITTEE RECOMMENDATION

The proposed policy changes received approval by the Committee on Academic Affairs and Institutional Effectiveness on 4/28/2021. The Committee recommends do-pass.

COMMENTS INVITED

The South Dakota Board of Technical Education invites comments on this change before the Board takes final action at its meeting on 5/20/2021. Comments can be sent to Scott.DesLauriers@state.sd.us. Comments are due by 5/14/2021.

Those wishing to testify are asked to register by 5/14/2021, by email, to Scott.DesLauriers@state.sd.us. Testifiers should provide their full name, entity representing (if applicable), city of residence, and which agenda item the testifier will address.

PROPOSED CHANGE

☒ Adoption
☐ Amendment
☐ Repeal
☐ Other:

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES:　　　　300. Academic Affairs

SECTION:　　　301. Program Award Level Definitions, Requirements, and Exceptions

POLICY:　　　　301.1. Program Award Level Definitions and Requirements

EFFECTIVE:　　Proposed: July 1, 2021

A. PURPOSE

1. The purpose of this policy is to define program award level definition and requirements for a short-term certificate, long-term certificate, diploma, and associate of applied science.

B. DEFINITIONS

1. Short-Term Certificate

    1.1. A short-term certificate award develops and validates the necessary academic, technical, and employability competencies for students to enter the workforce immediately following award completion and/or articulate into advanced education and training opportunities. A short-term certificate program may include general and technical education courses.

    1.2. An award that requires completion of an organized program of study[1] at the postsecondary level designed for completion in less than 300 clock hours, or in less than 9 semester credit hours[2].

    1.3. A short-term certificate award is conferred upon the successful completion of the program of study prescribed for the program.

2. Long-Term Certificate

    2.1. A long-term certificate award develops and validates the necessary academic, technical, and employability competencies for students to enter the workforce immediately following award completion and/or articulate into advanced education and training opportunities. A long-term certificate program may include general and technical education courses.

    2.2. An award that requires completion of an organized program of study at the postsecondary level designed for completion in at least 300 but less than 900 clock hours, or in at least 9 but less 30-semester credit hours[3].

    2.3. A long-term certificate award is conferred upon the following requirements:

        2.3.1. A student must complete the program of study prescribed for the program.

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[1] Program of study is defined as the outline of courses within a program.
[2] Adapted from: https://surveys.nces.ed.gov/ipeds/public/glossary; Retrieved: 09/02/2020
[3] Adapted from: https://surveys.nces.ed.gov/ipeds/public/glossary; Retrieved: 09/02/2020

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SERIES: 300. Academic Affairs

SECTION: 301. Program Award Level Definitions, Requirements, and Exceptions

POLICY: 301.1. Program Award Level Definitions and Requirements

EFFECTIVE: Proposed: July 1, 2021

2.3.2. A student must demonstrate a minimum cumulative grade point average of 2.0 using a four-point system.

3.   Diploma

3.1.   A diploma award develops and validates the necessary academic, technical, and employability competencies for students to enter the workforce immediately following award completion and/or articulate into advanced education and training opportunities. A diploma program includes both general and technical education courses.

3.2.   An award that requires completion of an organized program of study at the postsecondary level designed for completion in at least 900 but less than 1,800 clock hours, or in at least 30 but less than 60-semester credit hours[4].

3.3.   A diploma award is conferred upon the following requirements:

3.3.1. A student must complete the program of study prescribed for the program.

3.3.2. A student must demonstrate a minimum cumulative grade point average of 2.0 using a four-point system.

3.4.   Each diploma program must include a minimum of six (6) credit hours of general education courses. A student must complete a minimum of one (1) course from two (2) of the following categories:

3.4.1. Communications;

3.4.2. Social sciences;

3.4.3. Mathematics;

3.4.4. Computers;

3.4.5. Arts and humanities; and

3.4.6. Natural sciences.

4.   Associate of Applied Science

4.1.   An associate of applied science award develops and validates the necessary academic, technical, and employability competencies for students to enter the

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[4] Adapted from: https://surveys.nces.ed.gov/ipeds/public/glossary; Retrieved: 09/02/2020

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workforce immediately following degree completion and/or articulate into advanced education and training opportunities. An associate of applied science program includes both general and technical education courses.

4.2.   An award that requires completion of an organized program of study at the postsecondary level designed for completion in 1,800 or more clock hours, or 60 or more semester credit hours[5].

4.3.   An associate of applied science degree is conferred upon the following requirements:

4.3.1.   A student must complete the program of study prescribed for the program.

4.3.2.   A student must demonstrate a minimum cumulative grade point average of 2.0 using a four-point system.

4.4.   Each associate of applied science degree program must include a minimum of 15 credit hours of general education courses. A student must complete a minimum of one (1) course from four (4) of the following categories:

4.4.1.   Communications;

4.4.2.   Social sciences;

4.4.3.   Mathematics;

4.4.4.   Computers;

4.4.5.   Arts and humanities; and

4.4.6.   Natural sciences.

4.5.   A student completing an associate of applied science program of study must possess a high school diploma or equivalency certificate.

4.6.   An associate of applied science degree program must have a minimum of 50 percent of credit hours in technical education.

4.7.   An associate of applied science degree program may include an associate of applied science option.

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[5] Adapted from: https://surveys.nces.ed.gov/ipeds/public/glossary; Retrieved: 09/02/2020

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POLICY: 301.1. Program Award Level Definitions and Requirements

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4.7.1. An associate of applied science option develops and validates a specialized set of competencies within an associate of applied science program. An option within an associate of applied science constitutes part of the total program of study but is considered a specialized focus.

4.7.2. An associate of applied science option involves less than half of the total technical education credits in the associate of applied science program of which it is a part, with the remaining credit hours taken in common by all students in the program[6].

4.7.3. An associate of applied science option is transcripted upon completion.

C. POLICY

1. The Board of Technical Education may grant exemptions to cases in which a program must comply with specific standards established by accreditation, regulatory entities, licensure requirements, or for other reasons.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

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[6] Adapted from: https://www.hlcommission.org/Accreditation/institutional-change-academic-programs.html; Retrieved: 09/02/2020

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SECTION:	301. Program Award Level Definitions, Requirements, and Exceptions
POLICY:	301.1. Program Award Level Definitions and Requirements
EFFECTIVE:	Proposed: July 1, 2021

SDCL REFERENCE:	13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21
ARSD REFERENCE:	24:59:01
HISTORY:	Proposed Policy

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**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES: 300. Academic Affairs

SECTION: 302. Academic Planning

POLICY: 302.1. Academic Planning Forecast

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

1. The purpose of this policy is to define the academic planning forecast timeline, elements, and review process.

B. DEFINITIONS

1. Academic Planning Forecast: An informational report, presented by the technical college to the Board of Technical Education, summarizing the technical college's anticipated academic program actions for a period of three (3) progressive fiscal years.

C. POLICY

1. To "provide overall policies, goals, and objectives for the management of the technical college system to ensure that the needs of the public, business, and industry are met to the highest possible degree and in the most cost-effective and efficient manner,"[1] a technical college shall annually submit an academic planning forecast (hereinafter "planning forecast") to the Board of Technical Education (hereinafter "Board").

2. A planning forecast must be for a period of three progressive fiscal years (July 1 to June 30).

3. A planning forecast is for informational purposes only and is a courtesy to the Board. The Board will not formally approve the planning forecast.

4. The following conditions exist:

   4.1.   A technical college is not required to implement an action included in the planning forecast.

   4.2.   An action need not be listed in the planning forecast for a technical college to start the appropriate approval or notification requirements.

   4.3.   The listing of an action requiring Board approval does not guarantee Board approval.

5. A planning forecast must include the following elements:

   5.1.   Substantive and Non-Substantive Program Applications

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[1] SDCL 13-39A-14; Retrieved 09/27/2020

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POLICY: 302.1. Academic Planning Forecast

EFFECTIVE: Proposed: July 1, 2021

    5.2.   Program Suspensions and Terminations

    5.3.   Program Reactivations

    5.4.   Location Expansions

D. PROCEDURES

    1.   The executive director shall promulgate procedures needed to implement this policy.

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POLICY MANUAL**

SERIES: 300. Academic Affairs

SECTION: 302. Academic Planning

POLICY: 302.1. Academic Planning Forecast

EFFECTIVE: Proposed: July 1, 2021

SDCL REFERENCE: 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

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HISTORY: Proposed Policy

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SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
BP 303.1 - PROGRAM APPROVAL AND REVIEW CRITERIA
INFORMATIONAL GUIDANCE

> **NOTE: This document serves as supplementary and informational guidance to BP 303.1 – Program Approval and Review Criteria. Accordingly, this document will not be submitted to the BOTE for approval.**

KEY TERMS

1. Criterion: A principle by which the credential should be evaluated.

2. Criterion Statement: A summary of the criterion.

3. Standard: A level of attainment that is used as a measure, norm, or model in evaluations. Under each criterion, standards provide more tangible benchmarks.

Criterion ⟶

Criterion Statement ⟶

Standards ⟶

2. Criterion 2: Demand.

The program leads to meaningful employment, adequate student enrollment, and/or fulfills a demand not being met by existing education and training providers.

2.1. The program leads to high-wage occupations[2] that have an average/mean wage greater than the median wage across all occupations.

2.2. The program leads to high-demand occupations that have projected annual openings (a measure of demand for workers) greater than the average across all occupations or is shown as an economic and/or labor market emerging field for the state of South Dakota.

2.3. The program's student enrollment is adequate to justify program existence.

2.4. The program fulfills a demand not being met by existing education and training providers in the region and/or state.

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BP 303.1 - PROGRAM APPROVAL AND REVIEW CRITERIA
INFORMATIONAL GUIDANCE

CRITERIA GUIDELINES

- **No single standard is a disqualifier.** Recognizing the diversity of academic programs as well as the industries and communities the technical colleges serve, the criteria provide a framework to evaluate new and existing academic programs. Accordingly, a program not meeting a specific standard or multiple standards does not mean a program cannot or should not be approved; however, it does prompt campus leaders to address such areas. Programs should be reviewed in their totality. For example, a Medical Assistant Diploma program may not meet Standards 2.1. and 2.2. but may position a student for efficient advancement along a career and training pathway, as reflected in Criteria 4.

- **Transparency.** A primary objective of the criteria is to make transparent decisions about quality removed from any one program. The criteria shift conversations around quality from "This program is high quality because 'X,' 'Y,' and 'Z'" to "The program is high quality because it meets the established criteria and standards."

- **Continuity in criteria for both program approval and reviews.** Existing programs are held to the same criteria as new programs. While the current program review is not structured around the criteria, to borrow language from the Higher Learning Commission, these criteria and standards could be considered "assumed practices."

- **Neutral to local policies and procedures.** The criteria do not prescribe specific local policies and procedures; rather, the criteria reaffirm the System's shared governance model. Locally, the technical colleges make policy and procedure decisions that best meet the needs of their students, programs, and institutional circumstances.

- **Striking a balance between generalization and specialization.** Recognizing the diversity of student intentions, academic programs, the industries those programs prepare graduates for, and institutional contexts, the criteria aim to balance both generalization and specialization.

- **Regular revisiting and updating.** The ongoing refinement of the criteria and standards will be necessary to ensure their use and relevance in assuring quality academic programs.

- **An imperfect and incomplete view of quality.** The scope of this work focuses on first defining what outcomes are produced by a quality credential (Criterion 1, 2, 4) and the inputs necessary to produce that quality credential (3, 5). Quality, however, is integrated and interdependent. It is nearly impossible to define what constitutes a quality credential without recognizing the pathway, institution, system, state, regional, and federal policies, processes, and systems supporting it.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.1. Program Approval and Review Criteria

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

   1.   The purpose of this policy is to define program approval and review criteria and standards.

B. DEFINITIONS

   1.   Criterion: A principle by which the credential should be evaluated.

   2.   Criterion Statement: A summary of the criterion.

   3.   Standard: A level of attainment used as a measure, norm, or model in evaluations.

C. POLICY

   1.   The Board of Technical Education shall consider the criteria and standards included in Exhibit A of this policy when approving and reviewing academic programs.

D. PROCEDURES

   1.   The executive director shall promulgate procedures needed to implement this policy.

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POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.1. Program Approval and Review Criteria

EFFECTIVE: Proposed: July 1, 2021

EXHIBIT A

1. Criterion 1: Mission.

    The program aligns with the system's mission and strategic priorities.

    1.1. The program aligns with the system's mission of preparing a technically skilled workforce ready to serve the state of South Dakota and its regions.

    1.2. The program aligns with the system's strategic priorities.

2. Criterion 2: Demand.

    The program leads to meaningful employment, adequate student enrollment, and/or fulfills a demand not being met by existing education and training providers.

    2.1. The program leads to high-wage occupations[1] that have an average/mean wage greater than the median wage across all occupations.

    2.2. The program leads to high-demand occupations that have projected annual openings (a measure of demand for workers) greater than the average across all occupations or is shown as an economic and/or labor market emerging field for the state of South Dakota.

    2.3. The program's student enrollment is adequate to justify program existence.

    2.4. The program fulfills a demand not being met by existing education and training providers in the region and/or state.

3. Criterion 3: Design.

    The program's learning assessment strategy, program of study, and delivery methods are designed to provide students with the necessary competencies, as demonstrated through program learning outcomes.

    3.1. The program is aligned to competencies, as demonstrated through program learning outcomes, that are developed with and continually validated by relevant stakeholders.

    3.2. The program has a learning assessment strategy to validate student mastery of the program learning outcomes.

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[1] Standards 2.1. and 2.2. align with SDDLR's methodology to determine high-demand and high-wage.

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POLICY: 303.1. Program Approval and Review Criteria

EFFECTIVE: Proposed: July 1, 2021

3.3. The program has an integrated program of study[2] designed to develop and reinforce the program learning outcomes.

3.4. The program, when appropriate, includes a work-based learning component that develops and reinforces the program learning outcomes.

3.5. The program, when appropriate, offers flexible delivery methods to increase student access.

4. Criterion 4: Alignment.

   The program is vertically aligned to an education and training pathway.

   4.1. The program is vertically aligned to an education and training pathway, reflecting efficient articulation of:

      4.1.1. Non-degree credential/industry certification

      4.1.2. Certificate to diploma

      4.1.3. Diploma to associate of applied science

      4.1.4. Associate of applied science to baccalaureate

5. Criterion 5: Capacity.

   The institution demonstrates the internal and external resources necessary to develop, implement, and sustain the program.

   5.1. The institution demonstrates the financial resources necessary to develop, implement, and sustain the program.

   5.2. The institution demonstrates appropriately certified and qualified faculty with expertise in content, pedagogy, and related industry to develop and validate the program learning outcomes.

   5.3. The institution's physical facilities (e.g., classrooms, laboratories) reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.

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[2] Program of study is defined as the outline of courses within a program.

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SECTION: 303. Program Approval and Review Processes

POLICY: 303.1. Program Approval and Review Criteria

EFFECTIVE: Proposed: July 1, 2021

5.4. The institution's equipment and technology resources reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.

5.5. The institution demonstrates the ability of the program to meet institutional and programmatic accreditation standards, as applicable.

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SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.1. Program Approval and Review Criteria

EFFECTIVE: Proposed: July 1, 2021

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POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.2. Substantive Program Application

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

1.   The purpose of this policy is to define the review and approval requirements of a substantive program application.

B. DEFINITIONS

1.   The following changes are considered substantive and require a substantive program application:

   1.1.   New certificate, diploma, or associate of applied science:

   1.1.1.   A certificate, diploma, or associate of applied science is considered new when a program award is created and does not meet the conditions established in BP 303.3[1].

   1.2.   Significant curriculum modification to an existing certificate, diploma, or associate of applied science:

   1.2.1.   A curriculum modification is considered significant if 50 percent or more of an existing program's credits are changed within one (1) academic year.

C. POLICY

1.   The Board of Technical Education (hereinafter "Board") shall consider the Program Approval and Review Criteria (BP 303.1) when evaluating a substantive program application.

2.   The Board shall consider a substantive program application at each regularly scheduled meeting and at special meetings based on the recommendation of the executive director and approval of the Board President.

3.   The Board may take one of the following actions on a substantive program application:

   3.1.   Approval.

   3.2.   Disapproval.

   3.3.   Deferral to a later date.

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[1] Campuses should first consult BP 303.3 to determine if a change is substantive or non-substantive. If the change does not meet the established conditions in BP 303.3, it is generally substantive.

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POLICY MANUAL**

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.2. Substantive Program Application

EFFECTIVE: Proposed: July 1, 2021

4.   The Board shall utilize the following process when considering the approval of a substantive program application.

   4.1.   A technical college must submit a substantive program application at least 50 business days in advance of the next regularly scheduled meeting of the Board. Submissions after this 50-day mark will be added to the following regularly scheduled meeting agenda unless otherwise approved by the executive director.

   4.2.   The executive director will confirm the application is complete.

      4.2.1.   The executive director will confirm the application is complete or will request additional information within ten (10) business days of the application submission deadline date.

      4.2.2.   Should a technical college be asked to provide additional information, the institution will have up to ten (10) business days to revise and resubmit its application to the executive director.

   4.3.   The executive director shall convene a meeting of the technical college presidents or a president's designee to review the program application. The meeting is informational only.

   4.4.   The executive director shall provide the director of the South Dakota Department of Education Division of Career and Technical Education and a representative from the South Dakota Governor's Office of Economic Development the proposed program application for review.

   4.5.   The executive director shall convene a meeting of the Committee on Academic Affairs and Institutional Effectiveness (hereinafter "Committee") to review the program application along with the technical college. The Committee will consider the merits of the application and make an action recommendation to the Board. Unresolved concerns of program duplication, as referenced in Section C.5 of this policy, will also be considered at this meeting.

   4.6.   The Board will consider the program application and the Committee's recommendation and take one of three actions referenced in Section C.3 of this policy.

5.   The Board approval process will also consider whether a program application that reflects an existing program in the system is warranted.

   5.1.   Program duplication may be warranted based on the following conditions:

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SECTION: 303. Program Approval and Review Processes

POLICY: 303.2. Substantive Program Application

EFFECTIVE: Proposed: July 1, 2021

5.1.1. The proposed program meets an unmet local, regional, and/or state demand.

5.1.2. The proposed program is supported through local, regional, and/or state industry partnerships.

5.1.3. The proposed program increases access for location-bound students.

5.2. The Board shall utilize the following process if there are concerns of unwarranted program duplication that cannot be resolved first by technical colleges

5.2.1. A technical college must submit a written memo to the executive director outlining the concern and rationale of unwarranted program duplication.

5.2.2. The executive director will provide the submitted memo to the technical college proposing the new program. Once received, the technical college may prepare a written response to the memo and submit the response to the executive director.

5.2.3. The Committee shall review the presented rationales, and any testimony from a technical college president or a president's designee, at the meeting referenced in Section C.4.5 of this policy. The Committee will submit a recommendation to the Board at its next regularly scheduled Board meeting. The Board will determine whether program duplication is warranted.

6. Approval to implement a new program is valid for three (3) years upon the date of approval by the Board. If a technical college does not implement an approved program within three (3) years of the date of approval, approval is terminated.

7. A technical college may not accept new students in the program until the application is approved.

8. To receive state funding, a program must be listed in the South Dakota School District Accounting Manual for the given fiscal year it is offered.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

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POLICY MANUAL**

SERIES:	300. Academic Affairs
SECTION:	303. Program Approval and Review Processes
POLICY:	303.2. Substantive Program Application
EFFECTIVE:	Proposed: July 1, 2021

SDCL REFERENCE:	13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21
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POLICY MANUAL

SERIES:　　　　300. Academic Affairs

SECTION:　　　303. Program Approval and Review Processes

POLICY:　　　　303.3. Non-Substantive Program Application

EFFECTIVE:　　Proposed: July 1, 2021

A. PURPOSE

　1.　The purpose of this policy is to define the review and approval requirements of a non-substantive program application.

B. DEFINITIONS

　1.　The following changes are considered non-substantive and require a non-substantive program application:

　　1.1.　Program created using a subset of existing credits

　　　1.1.1.　A short-term certificate, long-term certificate, or diploma is a subset of an existing program if 50 percent or more of its credits are derived from credits in the existing program[1]. Credits must be a subset of only one program and may not be derived from a combination of multiple programs.

　　1.2.　Creation of associate of applied science option

　　　1.2.1.　The creation of an associate of applied science option is considered non-substantive.

　　1.3.　Consolidation of existing programs

　　　1.3.1.　A consolidation is when two or more existing programs are consolidated into one program (e.g. a pipefitting short-term certificate and plumbing long-term certificate are consolidated into a pipefitting and plumbing diploma). Following consolidation, the existing programs are permanently suspended.

　　1.4.　Program award level change

　　　1.4.1.　An existing program seeking to change its current program award level to a level above its current status (e.g. long-term certificate to diploma) is considered non-substantive so long as it meets the credit threshold requirements set forth in Section B.1.1.1. of this policy.

　　　　1.4.1.1.　Any request to change a short-term certificate, long-term certificate, or diploma to an associate of applied science is

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[1] Adapted from Higher Learning Commission's *Subset of an Existing Degree Program* definition. Accessed: https://www.hlcommission.org/Accreditation/institutional-change-academic-programs.html; Retrieved: 10/10/2020.

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SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.3. Non-Substantive Program Application

EFFECTIVE: Proposed: July 1, 2021

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considered substantive and shall follow requirements set forth in BP 303.2.

1.4.2.   An existing program seeking to change its current program award level to a level below its current status (e.g.. AAS to a long-term certificate) is considered non-substantive so long as it meets the credit threshold requirements set forth in Section B.1.1.1. of this policy.

C. POLICY

1.   A technical college must submit a non-substantive program application at least 50 business days in advance of a regularly scheduled meeting of the Board of Technical Education (hereinafter "Board"). Submissions received after the 50 business day mark will be added to the following regularly scheduled meeting agenda unless otherwise determined by the executive director.

1.1.   The Board delegates the authority to approve or refer a non-substantive program application to the executive director.

1.1.1.   The executive director shall consider the Program Approval and Review Criteria (BP 303.1) when evaluating non-substantive program applications.

1.1.2.   The executive director may approve a non-substantive program application.

1.1.2.1.   If approval is granted, an approval letter from the executive director will be provided to the submitting technical college no more than ten (10) business days following the application submission deadline date.

1.1.2.2.   Confirmation of program approval shall be placed on the Board's informational agenda at the next regularly scheduled meeting.

1.1.3.   The executive director may refer the program application to the Board for consideration if concerns exist following a review of the submitted application.

1.1.3.1.   If a referral occurs, a notification letter outlining referral rationale from the executive director will be provided to the submitting technical college no more than ten (10) business days following the application submission deadline.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.3. Non-Substantive Program Application

EFFECTIVE: Proposed: July 1, 2021

1.1.3.2.   Should a technical college be asked to provide additional information, the institution will have up to ten (10) business days to revise and resubmit the application to the executive director.

1.1.3.3.   Review of the referred application, with any requested additional information, will follow the process established in Section 4 of BP 303.2.

2.   Approval to implement a new program is valid for three (3) years upon the date of approval by the Board. If a technical college does not implement an approved academic program within three (3) years of the date of approval, approval is terminated.

3.   A technical college may not accept new students in the program until the application is approved.

4.   To receive state funding, a program must be listed in the South Dakota School District Accounting Manual for the given fiscal year it is offered.

D. PROCEDURES

1.   The executive director shall promulgate procedures needed to implement this policy.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.3. Non-Substantive Program Application

EFFECTIVE: Proposed: July 1, 2021

SDCL REFERENCE: 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

ARSD REFERENCE: 24:59:01

HISTORY: Proposed Policy

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SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.6. Program Suspension or Termination

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

1.   The purpose of this policy is to define the notification requirements related to the suspension or termination of an academic program.

B. DEFINITIONS

1.   Program Suspension: An action leading to an institution temporarily ceasing the acceptance of new students into a program after the suspension date.

2.   Suspension Date: The last date of the last semester that courses are offered in the program.

3.   Program Termination: An action leading to an institution permanently ceasing the acceptance of new students into a program after the termination date.

4.   Termination Date: The last date of the last semester that courses are offered in the program.

5.   Program Reactivation: An action leading to an institution accepting new students into a previously suspended program. See BP 303.7.

C. POLICY

1.   A technical college may suspend a program.

   1.1.   A technical college must notify the Board of Technical Education of its intent to suspend a program within 30 business days of the institution's formal decision to do so.

   1.2.   A technical college may suspend a program for a period of no more than three (3) years. The suspension period will begin on the suspension date submitted by the technical college to the Board of Technical Education (hereinafter "Board").

      1.2.1.   Should a technical college seek to reactivate a suspended program within the three-year period, the technical college must follow the policy requirements set forth in BP 303.7.

      1.2.2.   At the end of the three-year suspension period, a program will automatically become terminated.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.6. Program Suspension or Termination

EFFECTIVE: Proposed: July 1, 2021

2. A technical college may terminate a program.

2.1. A technical college must notify the Board of its intent to terminate a program within 30 business days of the institution's formal decision to do so.

2.2. Program termination will occur on the termination date submitted by the technical college.

2.2.1. Should a technical college request to reactivate a program after termination, the program will require Board approval. The technical college must follow the requirements set forth in BP 303.2 or BP 303.3.

3. Notification of program suspensions or terminations within a given fiscal year shall be placed on the Board's informational agenda no less than once annually.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.6. Program Suspension or Termination

EFFECTIVE: Proposed: July 1, 2021

SDCL REFERENCE: 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

ARSD REFERENCE: 24:59:01

HISTORY: Proposed Policy

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SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.7. Program Reactivation

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

1.   The purpose of this policy is to define the notification requirements related to the reactivation of an academic program after suspension.

B. DEFINITIONS

1.   Program Reactivation: An action leading to an institution accepting new students into a previously suspended program.

2.   Program Reactivation Date: The first date of the first semester that courses are offered in the reactivated program.

C. POLICY

1.   A technical college may reactivate a program no more than three (3) years after the suspension date submitted by the technical college to the Board of Technical Education (hereinafter "Board").

    1.1.   A technical college must notify the Board of a program reactivation no less than 30 business days prior to the technical college accepting new students in the program unless otherwise approved by the executive director.

2.   Notification of program reactivations within a given fiscal year shall be placed on the Board's informational agenda no less than once annually.

D. PROCEDURES

1.   The executive director shall promulgate procedures needed to implement this policy.

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES:	300. Academic Affairs
SECTION:	303. Program Approval and Review Processes
POLICY:	303.7. Program Reactivation
EFFECTIVE:	Proposed: July 1, 2021

SDCL REFERENCE:	13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21
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HISTORY:	Proposed Policy

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SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES	300. Academic Affairs
SECTION:	304. Location Expansion
POLICY:	304.1. Approval of Additional Location or Branch Campus
EFFECTIVE:	Proposed: July 1, 2021

A. PURPOSE

1.   The purpose of this policy is to define the approval requirements of an additional location or branch campus.

B. DEFINITIONS

1.   Additional Location: The Board of Technical Education shall follow the same additional location definition as determined by the U.S. Department of Education[1].

2.   Branch Campus: The Board of Technical Education shall follow the same branch campus definition as determined by the U.S. Department of Education[2].

C. POLICY

1.   The Board of Technical Education (hereinafter "Board") will consider an application for approval of an additional location or branch campus at each regularly scheduled meeting and at special meetings based on the recommendation of the executive director and approval of the Board President.

2.   The Board may take one of the following actions when considering the approval of an additional location or branch campus:

2.1.   Approval.

2.2.   Disapproval.

2.3.   Deferral to a later date.

3.   The Board shall utilize the following process when considering the approval of an additional location or branch campus application.

3.1.   A technical college must submit an application at least 50 business days in advance of a Board's regularly scheduled meeting. Submissions received after the 50 business day mark will be added to the following regularly scheduled meeting agenda unless otherwise determined by the executive director.

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[1] 34 CFR § 600.2 - Definitions
[2] 34 CFR § 600.2 - Definitions

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES   300. Academic Affairs

SECTION: 304. Location Expansion

POLICY: 304.1. Approval of Additional Location or Branch Campus

EFFECTIVE: Proposed: July 1, 2021

3.2.   The executive director will confirm the application is complete.

    3.2.1.   The executive director will confirm the application is complete or will request additional information within ten (10) business days of the application submission deadline date.

    3.2.2.   Should a technical college be asked to provide additional information, the institution will have up to ten (10) business days to revise and resubmit its application to the executive director.

3.3.   The executive director shall convene a meeting with the technical college president, or the president's designee, to review the application. The meeting is informational only.

3.4.   The executive director shall convene a meeting with the Committee on Academic Affairs and Institutional Effectiveness (hereinafter "Committee") to review the application with the technical college. The Committee will consider the merits of the application and make an action recommendation to the Board.

3.5.   The Board will consider the program application and the Committee's recommendation and take one of three actions referenced in Section C.2 of this policy.

4.   Approval to expand to an additional location or branch campus is valid for three (3) years upon the date of approval by the Board. If an institution does not implement the expansion within three (3) years of the approval date, the approval is terminated.

5.   A technical college may not accept new students in an additional location or branch campus until the application is approved.

D. PROCEDURES

1.   The executive director shall promulgate procedures needed to implement this policy.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES	300. Academic Affairs
SECTION:	304. Location Expansion
POLICY:	304.1. Approval of Additional Location or Branch Campus
EFFECTIVE:	Proposed: July 1, 2021

SDCL REFERENCE:	13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21
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HISTORY:	Proposed Policy

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SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 304. Location Expansion

POLICY: 304.2. Closure of Additional Location or Branch Campus

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

1.   The purpose of this policy is to define the notification requirements related to the closure of an additional location or branch campus[1].

B. DEFINITIONS

1.   Closure of additional location or branch campus: The closure of an additional location or branch is an action leading to an institution permanently ceasing the acceptance of new students into an additional location or branch campus after the closure date.

2.   Closure Date: The closure date is the last date of the last semester that courses are offered at the additional location or branch campus.

C. POLICY

1.   A technical college may close an additional location or branch campus.

   1.1.   A technical college must notify the Board of Technical Education (hereinafter "Board") of its intent to close an additional location or branch campus within 30 business days of the institution's formal decision to do so.

2.   A technical college may not accept new students at the additional location or branch campus after the submitted closure date.

3.   Notification of additional location or branch campus closures within a given fiscal year shall be placed on the Board's informational agenda no less than once annually.

D. PROCEDURES

1.   The executive director shall promulgate procedures needed to implement this policy.

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[1]Per BP 304.1, the Board of Technical Education shall follow the same additional location and branch campus definitions as determined by the U.S. Department of Education (34 CFR § 600.2 - Definitions).

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES:	300. Academic Affairs
SECTION:	304. Location Expansion
POLICY:	304.2. Closure of Additional Location or Branch Campus
EFFECTIVE:	Proposed: July 1, 2021

SDCL REFERENCE:	13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21
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HISTORY:	Proposed Policy

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SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 304. Location Expansion

POLICY: 304.3. Program Expansion, Suspension or Termination, and Reactivation
                     at an Additional Location or Branch Campus

EFFECTIVE: Proposed: July 1, 2021

A. PURPOSE

1. The purpose of this policy is to define the requirements related to academic program expansion, suspension or termination, and reactivation at an additional location or branch campus[1].

B. DEFINITIONS

1. Program Expansion: An action leading to an institution accepting students into a new or existing program at an additional location or branch campus.

2. Program Suspension: An action leading to an institution temporarily ceasing the acceptance of new students into a program after the suspension date. See BP 303.6.

3. Program Termination: An action leading to an institution permanently ceasing the acceptance of new students into a program after the termination date. See BP 303.6.

4. Program Reactivation: An action leading to an institution accepting new students into a previously suspended program. See BP 303.7.

C. POLICY

1. A technical college may expand a new or existing program to an additional location or branch campus.

    1.1. A technical college may expand a new program to an additional location or branch campus. To do so, a technical college must follow the policy requirements in BP 303.2 or BP 303.3, as appropriate. The technical college must indicate in the program application of the institution's intent to offer the program at an additional location or branch campus.

    1.2. A technical college may expand an existing program to an additional location or branch campus. To do so, a technical college must notify the Board of Technical Education (hereinafter "Board") of program expansion to an additional location or branch campus no less than 30 business days prior to the technical college accepting new students in the program unless otherwise approved by the executive director.

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[1]Per BP 304.1, the Board of Technical Education shall follow the same additional location and branch campus definitions as determined by the U.S. Department of Education (34 CFR § 600.2 - Definitions).

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES: 300. Academic Affairs

SECTION: 304. Location Expansion

POLICY: 304.3. Program Expansion, Suspension or Termination, and Reactivation at an Additional Location or Branch Campus

EFFECTIVE: Proposed: July 1, 2021

      1.2.1. Notification of program expansions to an additional location or branch campus within a given fiscal year shall be placed on the Board's informational agenda no less than once annually.

2. A technical college may suspend or terminate a program at an additional location or branch campus. To do so, the technical college must follow the policy requirements set forth in BP 303.6.

3. A technical college may reactivate a program at an additional location or branch campus after suspension. To do so, the technical college must follow the policy requirements set forth in BP 303.7.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES: 300. Academic Affairs

SECTION: 304. Location Expansion

POLICY: 304.3. Program Expansion, Suspension or Termination, and Reactivation at an Additional Location or Branch Campus

EFFECTIVE: Proposed: July 1, 2021

SDCL REFERENCE: 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

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