



THE LIFE CYCLE OF A PROGRAM

The life cycle of a program begins when an institution submits a program to KBOR for approval. The program status then becomes **pending** and can either be approved or denied by KBOR. Once approved, the program status changes to **active**. Programs can move between **active** status and **phase out**, **hold**, or **broken** statuses during the life cycle.

⇒ **Moving a Program to Phase Out Status:**

- ✓ Institutions can initiate the movement of a program from active status to phase out status.
- ✓ Institutions can also initiate the move of a program from phase out back to active status.
- ✓ Once in phase out, after 150% the length of the program with no request to move back to active status, the program will automatically be moved to **hold**.
- ✓ Institutions can initiate the move of a program from hold back to active status.
- ✓ After 150% the length of the program in hold status, with no request to move back to active status, the program will automatically be moved to **inactive**.
- ✓ Programs with an inactive status cannot be resurrected.

⇒ **Moving a Program to Hold Status:**

- ✓ There are three avenues for a program to reach hold status.
 1. If there has been no enrollment in a program for 150% of the length of program¹, the program will automatically be moved to hold status.
 2. If an institution requests that a program be put into hold status.
 3. If a program is in phase out status and has been there for 150% the length of the program with no request to move back to active status, the program will automatically be moved to hold status.
- ✓ Institutions can initiate the move of a program from hold back to active status. After 150% the length of the program in hold status, the program will

¹ In 2012, the first year of this process, programs were automatically moved to hold status if they had no enrollment in the previous four years. Going forward, programs with no enrollment for 150% of the length of the program will move to hold status.

automatically be moved to **inactive**. Programs with an inactive status cannot be resurrected.

- ✓ Examples of 150% Timelines:

Award Level	Length of Program	150% length ²
SAPP	< 1 year	2 years
CERTA/CERT0	1 year	2 years
CERTB/CERT1	1 year	2 years
CERTC	2 years	3 years
CERT2	2 or 3 years	4 years
ASSOC	2 years	3 years
BACH	4 years	6 years
MAST	2 years	3 years

⇒ **Moving a Program to Broken Status:**

- ✓ Programs are moved to broken status when a course in the program is deleted and the block is no longer complete.
- ✓ The institution can repair this status – and should for funding purposes – to restore the program to active.

Life Cycle Status Definitions

Pending Program – A new or modified program that has been requested by the institution but is still awaiting approval by board staff and/or the board. A program in this status has been submitted to KBOR. Until it is submitted, KBOR will not act on the program.

Active Program – A formal award that has been approved by board staff and/or the board and is currently accepting new enrollments.

Phased-out Program – A formal award that has been approved by board staff and/or the board but is no longer accepting new enrollments. Only students who were enrolled in the program the previous year can appear in that program the following year.

Hold Program – A formal award that is no longer considered active. No enrollments of any kind can be submitted in a Hold program. Institutions may reactivate a hold program, allowing for student enrollments. A program will stay in Hold for a pre-determined length of time before it moves to inactive. Institutions should review the curriculum before reactivating a program to ensure it is current.

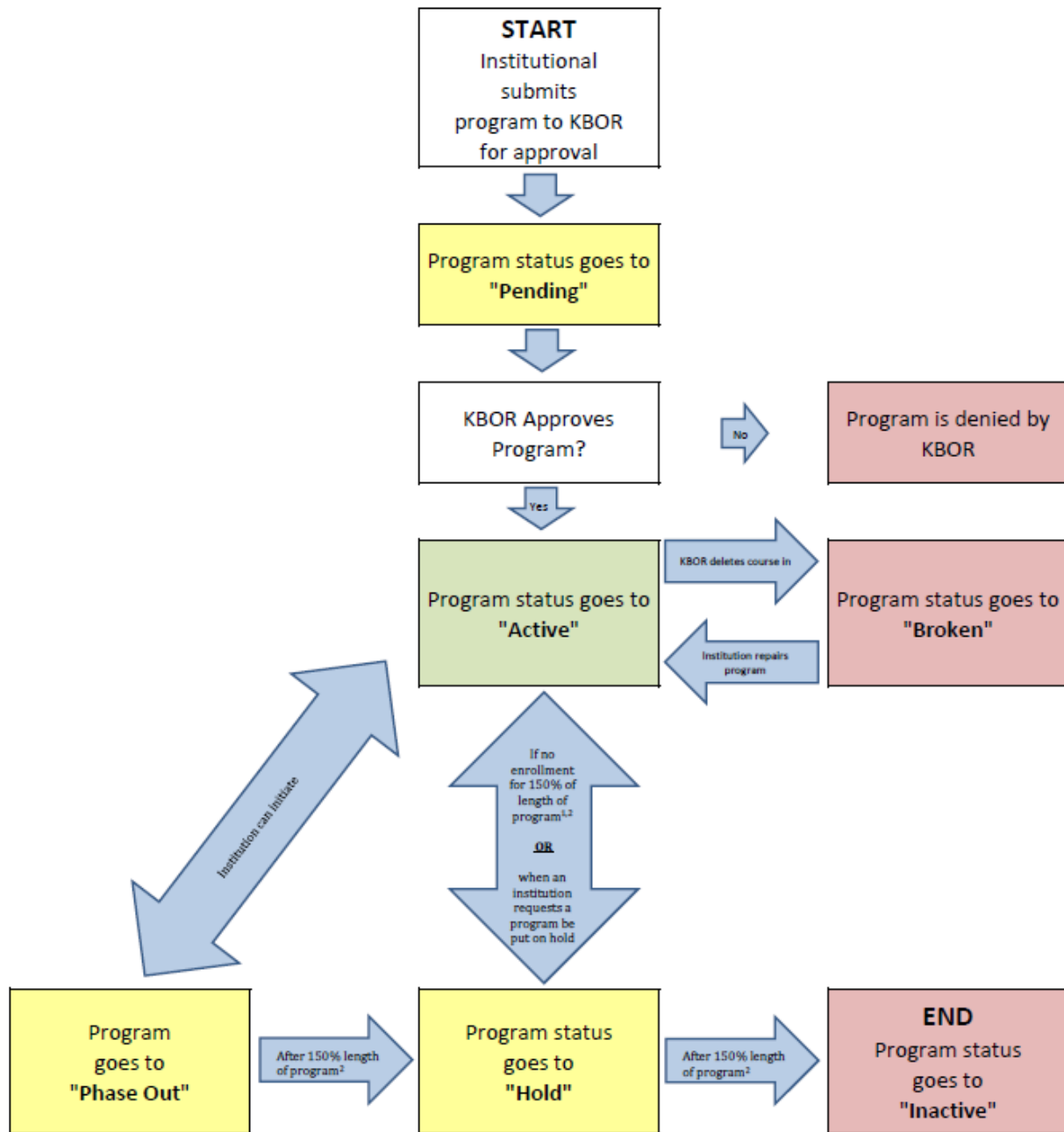
² Programs move from no enrollment to Hold and from Hold to Inactive in a minimum of 2 years or 150% of the length of the program. No program will move between statuses in less than 2 years.

Inactive Program – A formal award that at one time was approved by the Board but now is closed to student enrollments. Any program in the inactive status cannot be reactivated. If the institution wishes to offer the program again, they must seek board approval by submitting a new program request.

Broken Program – A formal award where the CWP hours no longer add up to the total required hours for the program. This happens when KBOR processing removes courses from course inventory that did not have enrollments in a set amount of time. Institutions can NOT submit student enrollments in KSPSD in a broken program until the CWP is repaired.

Denied Program – A formal award from an institution who attempted to gain approval from the Board however the approval was not granted.

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