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April 8, 2025

MEMORANDUM

TO : PCC President Dr. Tellei
FROM : Acting Dean of Academic Affairs
SUBJECT : Proposed Academic Policy AP02-2025:
Temporary Suspension/Reinstatement of a Curriculum
Course/Degree Program

I am submitting the attached Proposed Academic Policy AP02-2025: **Temporary Suspension/Reinstatement of a Curriculum Course/Degree Program** for your review, consideration, and approval.

The College needs to have a written policy in place that addresses the process for temporarily suspending and/or reinstating a curriculum course and/or degree program. Please review the attached proposed policy and form for finalization and implementation as needed.

If the attached is sufficient as proposed, please sign and date. Please let me know if further information or clarification is needed.

Thank you very much.

Jay Olegeriil
Acting Dean, Academic Affairs



Academic Policy AP02-2025

Temporary Suspension/Reinstatement of a Curriculum Course Or a Degree Program

Policy:

Palau Community College (PCC) shall temporarily suspend a curriculum course or program of study (degree program) when there has been no enrollment for two (2) consecutive years. With temporary suspension, the course or program merely becomes inactive, not terminated. When need of the temporarily suspended course or program arises, the College will reinstate the course or program for offering. The reinstatement of a suspended course or program will take place when a minimum of eight (8) students enroll into said course or program.

Palau Community College may also temporarily suspend a degree program that has had less than five (5) students' enrollment for three consecutive school years. The College will allow continuing students to remain in the program until completion of their degrees. The College will not enroll any new students into the program, unless there are eight (8) new applicants applying into the program in the upcoming semester/school year.

Temporary suspension of a curriculum course or degree program may take place for other reasons as well, including but not limited to content-based changes, a curriculum redesign, or in response to industry needs. A temporarily suspended curriculum course/degree program may be reinstated after two consecutive school years or when an enrollment of a minimum of eight (8) students occurs within one semester. The following provide guiding principles for a temporary suspension of a curriculum course/degree program or to reinstate a curriculum course/degree program.

Definitions:

Temporarily Suspending Program – No admissions are allowed for a period of up to two years. Such a suspension allows time for the College to determine whether the degree program will be reactivated. A report and proposal are due to the PCC President at the end of a specified time period (two years) as to whether to reactivate a suspended degree program. Should a demand arise within two years, the reactivation will require a minimum of eight (8) students to be enrolled in the degree program.

Continuous Enrollment – A student is considered continuously enrolled in a temporarily suspended program if they register for and attend courses (including prerequisites) creditable toward a degree or certificate. A student must continuously attend every semester until completion of a degree or certificate. A student stopping out during a semester (fall or spring/spring or fall) is not considered continuously enrolled. Student who fails a course(s) in a temporarily suspended degree program must pay expenses relating to retaking of the course(s), including faculty compensation, if no financial assistance is available to cover such costs.



Temporary Suspension/Reinstatement Form for Curriculum Course/Degree Program

Date of Request: _____

Choose One

- Temporarily suspending a curriculum course or program of study (degree program) when there has been no enrollment for two (2) consecutive years.
- Temporarily suspend a degree program that has had less than five (5) students' enrollment for three consecutive school years.
- Temporarily suspend a curriculum course or program of study (degree program) for other reasons, such reasons may include content-based changes, a curriculum redesign, or in response to industry needs.

Choose One

- | | | |
|--|---|--|
| <input type="checkbox"/> Curriculum Course | <input type="checkbox"/> Temporary Suspension | <input type="checkbox"/> Reinstatement |
| <input type="checkbox"/> Degree Program | <input type="checkbox"/> Temporary Suspension | <input type="checkbox"/> Reinstatement |

Name of Curriculum Course/Degree Program: _____

Explain reason(s) why Temporary Suspension/Reinstatement is being requested. If the BOX below is not enough, continue on the other side of this form.

Program/Department Chair _____
Print | Sign | Date

CPC Chairperson _____
Print | Sign | Date

Dean, Academic Affairs Division _____
Name (Print/Sign) Date

President _____
Patrick U. Tellei, EdD Date