



PROGRAM DISCONTINUANCE; FINANCIAL EXIGENCY; AND FINANCIAL CRISIS POLICY

ACADEMIC SUPPORT | 400.406

Last Evaluation

5/4/2026

Executive Staff Approval

05/11/2026

Board Approval

05/20/2026

1. Policy Purpose

This policy provides procedures for discontinuing or suspending enrollment in a program due to academic or financial reasons.

Programs may be discontinued for academic reasons, or when a financial situation arises that meets the definition of financial exigency or a major financial crisis.

2. Definitions

Financial Exigency - Financial exigency is an existing or imminent financial crisis which threatens the mission of the institution as a whole, and requires programmatic reductions or closings which may entail faculty reductions or dismissals to enable the institution to accomplish its mission, and which cannot be alleviated by less drastic means.

Major Financial Crisis - To constitute a major financial crisis, a situation facing MTECH shall: (a) be significantly and demonstrably more than a minor, temporary, and/or cyclical fluctuation in operating funds; and (b) involve substantial risk to the survival of departments, programs, or other major components of the College.

Program Discontinuance - Program discontinuance for academic reasons under this policy means the cessation of a program, based upon educational and academic considerations. Educational and academic considerations do not include cyclical or temporary variations in enrollment and/or budgets, but must

reflect long-range judgments that the basic learning, and mission of Mountainland Technical College (MTECH) will be strengthened by the discontinuance of the program. Program discontinuance does not preclude the reallocation of resources to other academic programs with higher priority based on academic and educational reasons.

3. Introduction

- 3.1 This policy specifies the procedures for (1) discontinuing a program for academic reasons; (2) suspending enrollment; (3) determining whether at a particular moment MTECH faces a state of financial exigency; (4) responding to a financial exigency; (5) determining whether MTECH faces a major financial crisis not definable as financial exigency; (6) responding to a major financial crisis; and (7) terminating or reducing in status faculty members due to program discontinuance, bona fide financial exigency, or major financial crisis.

4. Program Discontinuance for Academic Reasons

4.1 Decision-Making Process

- 4.1.1 Consideration of the possible discontinuance of an academic program may be initiated at any time by the College President and Cabinet.
- 4.1.2 The reasons for discontinuance, and the effects on staff, students, and other programs will be discussed and documented.
- 4.1.3 The President and Vice Presidents, as a cabinet, have the authority to make all decisions affecting the discontinuance of programs.
- 4.1.4 If a program will be discontinued, the directly related faculty, students, and administration will be notified first, and then the college in general.
- 4.1.5 Faculty members or students who wish to appeal the decision to terminate a program must file an appeal within 30 days of receiving the notice of termination of a program. Students or faculty members desiring to appeal must notify the Vice President of Instruction, in writing, and attach any supporting documentation. The President's Cabinet will issue a decision within 30 days.
- 4.1.6 When a program is discontinued, MTECH will place it on teach-out with the Council on Occupational Education (COE) until the last students have had the opportunity to use the credits already paid for in the program. The program will then be removed from the COE list of Approved Programs.

- 4.1.7 Upon approval of a program discontinuance, the MTECH Board of Trustees and the Utah System of Higher Education (USHE) shall be notified, as appropriate and in accordance with applicable reporting requirements. MTECH will then notify affected employees, including the Program Manager, Coordinator or Director, and instructional staff, followed by currently enrolled students. After directly affected individuals have been informed, the College will provide appropriate notice to the campus community and other affected stakeholders.

5. Financial Exigency

5.1 Declaration of Financial Exigency

The President may, in accordance with the procedures below and with the approval of the MTECH Board of Trustees, and the advice of the Executive Staff, recommend to the Commissioner of Higher Education and the Utah System of Higher Education (USHE) Board Members that a state of financial exigency be declared. A financial exigency may also be initiated by the USHE Board Members. A financial exigency exists only after it has been declared by the USHE Board.

5.1.1 Initiation

When the College President identifies a possible financial exigency, he or she shall inform the Executive Staff concerning the causes and possible consequences of the crisis. The President shall also identify the measures considered by the College up to that point for dealing with the crisis, including a possible declaration of financial exigency, possible strategies that may be alternative to program reduction or program elimination, reasons why the College's financial circumstances may necessitate academic program reduction or elimination, and the time frame by which decisions must be made by those entitled to participate in the consultative process.

Time considerations are critical when the College must judge whether or not a financial exigency exists. To the extent that such a judgment must be made in a brief time frame for a given situation, the time periods for the consultative process provided for in this policy shall be specified by written notice from the President, giving those for whom the consultative processes were provided the fullest possible amount of time under the circumstances. In that regard, the President shall use their best efforts to secure the fullest period of time possible for consideration of these matters and the responses hereto.

5.1.2 Recommendation

The College President shall submit his or her final recommendation on the declaration of financial exigency in writing to the MTECH Board of Trustees prior to submitting it to the USHE Commissioner and USHE Board Members. He or she shall attach the written comments and recommendations of the Executive Staff.

5.2 Declaration of a Major Financial Crisis

5.2.1 If the College President identifies a possible major financial crisis, he or she shall inform the Executive Staff concerning the causes and possible consequences of the crisis. The College President shall also identify the measures considered by the College up to that point for dealing with the crisis, including a possible declaration of financial exigency, strategies that may be alternatives to program reduction or program elimination, reasons why the College's financial circumstances may necessitate academic program reduction or elimination, and the time frame by which decisions must be made by those entitled to participate in the consultative process.

5.2.2 The College President shall use his or her best efforts to secure the fullest period of time possible for consideration of these matters and the responses.

6. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
6/22/18	6/25/18	8/15/18
8/29/2023		
5/4/2026	5/11/2026	5/20/2026