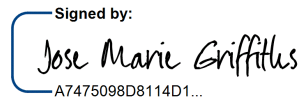# SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS
Program Termination or
Placement on Inactive Status

Use this form to request termination or inactive status for an existing program (graduate program, undergraduate major or minor, certificate, or specialization). The Board of Regents, Executive Director, and/or their designees may request additional information about the proposal. After the university President approves the proposal, submit a signed copy to the Executive Director through the system Chief Academic Officer. Only post the form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.

UNIVERSITY:	DSU
DEGREE(S) AND PROGRAM:	**Health Informatics & Information Management AS Degree**
CIP CODE:	**51.2706**
UNIVERSITY DEPARTMENT:	**Health Informatics & Information Management**
BANNER DEPARTMENT CODE:	**DHIM**
UNIVERSITY DIVISION:	**College of Business and Information Systems**
BANNER DIVISION CODE:	**DBUS**

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.

Signed by:

Jose Marie Griffiths

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President of the University

10/21/2024

Date

1. **Program Degree Level** (*place an "X" in the appropriate box*):

   Associate ☒   Bachelor's ☐   Master's ☐   Doctoral ☐

2. **Category** (*place an "X" in the appropriate box*):[1]

   Certificate ☐   Specialization ☐   Minor ☐   Major ☒

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[1] Note: Certificates, specializations, and minors may only be terminated and not placed on inactive status due to limitations in the student information system.

Program Forms, Program Termination or Placement or Inactive Status (last revised 09/2020)

3. **The program action proposed is (*place an "X" in the appropriate box*):[2]**

    Inactive Status ☒   Termination ☐

    See question 4   *See questions 5 and 6*

4. **INACTIVE STATUS**

    A. **Provide a justification for inactivating the program:**

    Inactivating this program is a proactive step to respond to a trend of decreasing enrollment, prior to non-compliance with the SDBOR dashboard performance requirements. Several courses within the program are also included in the BS HIIM program and Healthcare Coding Certificate. This program is a 2+2 program building to the BS HIIM degree, taught by the same HIIM full time faculty. Inactivating the associate degree concurrently impacts many of the same courses from the bachelor's degree.

    Eventual savings will be evident by inactivating the AS HIIM program accreditation from CAHIIM. Costs will continue for two years. The 20% NFE Director administrative time allocated for this program will be shifted to increase teaching duties by 20%. Adjunct faculty described in the Healthcare Coding Certificate program termination will not be required.

    While this program has been in existence since 1975, it has been historically a small program serving a very niche market in the South Dakota healthcare industry. There are no CAHIIM accredited equivalent competitors in South Dakota. Southeast Technical College offers a non-CAHIIM accredited AAS degree in Medical Coding. The purpose of STC's program is primarily to train entry-level coders for outpatient settings; just a subset of DSU's AS HIIM degree program competencies. STC coders are eligible for coding certification but are not eligible to sit for RHIT credentials, leaving a small gap in the SD labor market. DSU associate degree graduates are prepared to work in entry-level roles such as coding and reimbursement, health informatics, health information management, information systems, etc. and to sit for the RHIT credentialing exam.

    Western Dakota Technical College also offers a non-CAHIIM accredited AAS in Health Information Management degree.

    DSU HIM programs have signed an articulation agreement with STC and WDTC to encourage transfer of AAS students to DSU's BS HIIM program with very few students utilizing the opportunity. STC and WDTC offer financial incentives for students, i.e. free tuition programs, and dual credit courses which make it very challenging for DSU to compete for enrollment in this AS HIIM program in South Dakota.

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    [2] Note: An inactive program is a program a university has authority to offer, but the program is not admitting new students and has not formally terminated. A presumption exists that inactive status is a temporary status; universities review inactive programs periodically to determine the feasibility of reactivating or terminating the program. Programs can remain inactive for five (5) consecutive years at which time a university must terminate the program. A terminated program is a program for which a university ceases to have authority to offer. Reinstatement of a terminated program requires university and BOR approval through the prescribed new program approval processes.

Program Forms, Program Termination or Placement or Inactive Status (last revised 09/2020)

B. **If there are current students in the program, what are the implications of placing the program on inactive status?**

Plans of study have been mapped to allow students to complete the program. Students will be expected to complete the program by December 31, 2026. Student advisors will monitor student progress closely and will use early alert notifications to encourage students that fall behind the mapped plan of study. Students that complete their program by December 31, 2026, will remain eligible to sit for AHIMA's RHIT credentialing exam because of graduating from a CAHIIM accredited program.

C. **What is the last date (day/month/year) by which a student can graduate in the program?**

Students are expected to complete the program by December 31, 2026, the last date by which a student can graduate from the program.

D. **What is the proposed date (day/month/year) inactive status takes effect (the proposed date for inactive status is also the last date a student may enroll in or declare the program)?**

December 31, 2024.

5. **TERMINATION WITH ENROLLED STUDENTS**

   A. **Provide a justification for terminating the program:**

   B. **What is the plan for completion of the program by current students?**

   C. **What is the proposed date (day/month/year) program termination status begins (program status in the database changes to *Phasing Out* and last date a student may enroll in or declare the program)?**

   D. **What is the last date (day/month/year) in which a student may enroll in the program (program status in the database changes to *Phase Out*)?**

   E. **What is the last term or date (day/month/year) by which a student can graduate from the program?**

   F. **What are the potential cost savings of terminating the program and what are the planned uses of the savings? There are no cost savings in terminating the program.**

   G. **What are the resulting employee terminations and other possible implications including impact on other programs? There are no employee terminations required. This program historically has been a feeder program for the AS and BS HIIM program. Articulation agreements will use block transfer instead of program to program transfer methodology and number of major credit hours will be decreased to try move the BS HIIM program into a position of being attractive for transfer students.**

6. TERMINATION WITHOUT ENROLLED STUDENTS

    A. Provide a justification for terminating the program:

    B. What is the proposed date (day/month/year) for the program to terminate (program status in the database changes to *Deleted*)?

    C. What are the potential cost savings of terminating the program and what are the planned uses of the savings?

    D. What are the resulting employee terminations and other possible implications including impact on other programs?