

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

N. Financial Exigency ~~Staff Reduction~~ Procedures – All Employees

1. Financial Exigency

The Board recognizes that in order to discharge its responsibilities for the agencies, institutions, or school under its governance, it may become necessary to curtail, modify, or eliminate some of the programs of the agencies, institutions or school due to unfavorable economic conditions. The Board further recognizes that it must dedicate its resources to the achievement of the purposes and goals of its agencies, institutions or school. As used here, “financial exigency” means a demonstrably bona fide, financial crisis that adversely affects an agency, institution or school as a whole, or one (1) or more programs, or other distinct units. A ~~state of~~ financial exigency exists only upon Board declaration and the responsibility and authority to make such a declaration rests solely with the Board. The realities of the legislative appropriation process, the state revenue collection process, the possibility of budget holdbacks via executive order and the subsequent analysis needed before the Board declares a financial exigency may allow little time for official notice of a declaration of a financial exigency and may require that the decision to declare a financial exigency be based on estimated revenues, rather than on actual revenues. The Board must take action by written resolution setting forth the basis for its decision to declare a financial exigency, after notice and hearing, at a regular or special meeting of the Board.

This subsection N is designed to authorize responses to a declared financial exigency including: (1) the lay off of nonclassified contract employees, tenured faculty, and nontenured faculty, and classified employees during the term of their contract of employment; (2) employment actions other than layoffs that are designed to reduce budgetary expenditures; (3) the closure, relocation, or discontinuance of programs, units, or activities; or (4) any combination thereof.

This subsection N does not apply to the organization or reorganization of the institutions, agencies, or school under the governance of the Board, nor does it limit the authority delegated by the Board to the chief executive officers to organize and reorganize the institutions, agencies, or school. Organizational structure, duty assignments, FTE count, place of work, shift placement, salaries, work hours, benefit determination and reductions in force and all similar and related work place decisions are the prerogative of the chief executive officers, subject to the reserved authority of the Board where applicable. In addition, this subsection N is not applicable to the following situations:

- a. When a reduction in force occurs pursuant to, and for those employees subject to, the State Board for Professional-Technical Education’s administrative rules governing post-secondary reduction or termination (IDAPA 55.01.02).

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

- b. When a reduction in force occurs where the reductions are made via the nonrenewal process for nonclassified contract staff and nontenured faculty.
 - c. When a reduction in force occurs pursuant to Board policies (Section III, G.) and Board approved guidelines for program consolidation, relocation or discontinuance not resulting from financial exigency. Program closure, relocation, reduction, or discontinuance pursuant to section III.G shall not be implemented using any policy or procedure in this Section II.N.
 - d. When a reduction in force affects State of Idaho classified employees using the procedures of the State Division of Human Resources or classified employees of the University of Idaho using the policies of the University of Idaho.
 - e. When a reduction in force affects nonclassified at-will employees.
2. Response by an Institution, School, or Agency to a Declared Financial Exigency ~~Staff Reduction Procedures~~
- a. After active consultation with ~~the~~ employees, including faculty, professional staffs, and classified personnel, the chief executive officer of each agency, institution or school must prepare ~~and recommend to the Board~~ a plan (the “plan”) program consisting of various alternatives to implement in response to the declaration of financial exigency-staff reduction procedures. When developing this plan program, consideration must be given to the necessity and manner of reducing the employment force, the appropriate units or subunits to be affected ~~reduced in force~~, and the criteria for identifying the employees who are affected by the Plan to be laid off. The Board must consider and approve a program to implement its decision prior to the effective date of any layoffs. Once completed, the plan must be approved by the Board. Provided, however, that implementation of the plan and notices required to be given in the plan can begin prior to Board approval, which approval shall then also include ratification of such actions.
 - e.b. Each of the institutions ~~may establish~~ shall seek advice from a committee, which may include representatives of the administration, faculty, staff or students, ~~to advise the chief executive officer~~ on the ~~need for declaring a~~ state of the financial exigency and possible ~~remedies therefore~~ responses thereto.
 - c. Notwithstanding any other Board policy, order or rule, or the policies of any institution, agency, or school, all categories of An employees may be laid off as a result of a Board declared financial exigency. The process used to lay off employees ~~A reduction in force~~ must be done equitably (but not necessarily

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

uniformly), in good faith, and in a systematic manner directly related to the financial exigency.

~~3. Application for Reduction in Force~~

d. Employment Actions Other than Layoffs. In any situation where a layoff may be made under this subsection N, an employment action other than a layoff (including but not limited to a salary reduction, a work hour reduction, a demotion, and/or administrative leave without pay) may also be instituted. Such employment action need not be uniformly applied, it need only meet the requirements of this topic 2 and topic 7 below. In determining how to implement employment actions other than a layoff, the institution shall use the same policies that apply to a financial exigency layoff. However, employees who are affected by employment actions other than layoff do not have layoff reinstatement rights.

e. Program Closure, Relocation and Discontinuance. When the plan for responding to a declared financial exigency includes the closure, relocation or discontinuance of a program, such program closure, relocation or discontinuance shall be subject only to the requirements of this subsection N and not to any other Board policy, including specifically, but not limited to, section III.G and its related guidelines.

f. A financial exigency layoff, employment actions other ~~less severe~~ than a layoff, and program closure, relocation or discontinuance resulting from financial exigency ~~reduction in force~~ may occur in the following manner and may be the same or may differ from one (1) agency, institution or school to another:

~~a. (1)~~ by entire entity, ~~scope~~ or across an entire agency, institution or school; or

~~b. (2)~~ by subunit within an agency, institution, or school, such as, but not limited to, a college, school, academic department, administrative department, division, office, bureau, discipline, or specialty within a discipline, and such actions may also differ between subunits of the same agency, institution, or school; or

~~e. (3)~~ by any combination of the aforementioned.

~~43. Classified Employees-When a financial exigency results in a layoff that affects classified employees, the following shall apply:~~

a. State of Idaho Classified Employees

A layoff ~~Any reduction in force~~ affecting Board employees subject to the Idaho classified personnel system will be made pursuant to the Rules of the Division of Human Resources. ~~The reduction in force will be made by organizational unit.~~

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

b. University of Idaho Classified Employees

The ~~rules of the Division of Human Resources~~ must be used to differentiate among A layoff affecting University of Idaho classified employees will be made pursuant to the policies of the University of Idaho. ~~within the unit or subunit being reduced in force~~, provided, however, that the University of Idaho classified employees do not have a right of appeal to the Idaho Personnel Commission nor to the Board.

4. At Will Employees. This section II.N does not apply to the termination of at-will employees at the institutions, agencies, or school. Such employees have no layoff rights and no rights to a hearing or reinstatement following termination of employment.

5. ~~Staff Reduction Layoff~~ Criteria – All non-classified contract employees, non-tenured faculty and tenured faculty.

a. In ~~making any staff reduction recommendation to the Board~~, developing the plan, the chief executive officer must utilize as the first criterion the preservation of the overall quality and effectiveness of the programs of the agency, institution or school. Consequently, those employees who are deemed to be of key importance ~~to the specific program~~ will be retained in preference to other employees, whatever their status, at the discretion of the chief executive officer. Programs, for the purposes of the ~~subsection~~ a financial exigency layoff, include, but are not limited to, academic, non-instructional, maintenance, administrative, and other support areas. Other criteria that must be considered include but are not limited to tenure, rank, time in rank, length of service, field of specialization, maintenance of necessary programs or services, maintenance of affirmative action programs, and quality of service and work.

6.5b. ~~Form of~~ Notice of Financial Exigency Layoffs

a(1). Form of Notice. The Board recognizes that any layoff may be a severe economic and personal loss to an employee. Therefore, and within the time frame provided in this policy, the ~~agency, institution or school~~ chief executive officer must give notice in writing to employees who are affected by a financial exigency layoff ~~reduction in force~~, which notice must include the effective date of the layoff; a brief statement of the ~~basis~~ reasons for the Board's ~~action to declare~~ creation of a financial exigency; a brief statement of the basis, the procedures, and the criteria used to ~~lay-off~~ lay off an employee; any opportunity for reconsideration or appeal, including access to appropriate

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

documentation, and the issues that may and may not be considered; and the reinstatement rights of the employee.

~~7.(2.) -Time of Notice.~~ Each agency, institution, or school ~~should~~ must make every reasonable effort to give as much notice as is practical, in light of the financial exigency to each employee in advance of the effective date of the layoff. ~~Yet, the legislative appropriation process and the subsequent analysis needed before the Board declares a condition of financial exigency and receives, considers, and approves implementing programs may allow little time for official notice of layoff. The active consultation with its employees that the Board requires of each agency, institution or school should give to each employee as much actual, informal notice of impending action as is humanly possible under the circumstances. However, the Board is also aware that under some circumstances the decision to declare a condition of financial exigency is based on estimated revenues, rather than on actual revenues. Because of this the Board encourages the longest time of notice possible under the circumstances to any employee who is to be laid off. However,~~ The Board requires ~~can and does bind~~ each agency, institution or school under its governance to give the following minimum time for written notice of layoff:

~~a. Classified Employees (State and UI) – Not less than sixty (60) calendar days before the effective date of the layoff.~~

~~b.(a).~~ Nonclassified Contract Employees And Nontenured Faculty - Not less than sixty (60) calendar days before the effective date of the layoff. Provided, however, that if under the express terms of the employee's contract the employment may be terminated on less notice, then the shorter notice provided in the contract shall apply.

~~e.(b).~~ Tenured Faculty - To tenured faculty members occupying faculty positions, a notice of layoff with the effective date of layoff being at the end of the first one (1) full semester (Fall or Spring) after the semester in which the financial exigency is declared. ~~An individual institution may, at its option, allow up to a full year's notice.~~

~~d.3. Pleasure Of The Board Nonclassified At will Employees – To employees serving at the pleasure of the Board, thirty (30) calendar days before the effective date of the financial exigency layoff.~~

~~8.6c. – Appeal Rights~~ Hearing Procedures

~~a. – University of Idaho Classified Employees~~

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

~~A financial exigency layoff of employees subject to the Idaho classified personnel system and University of Idaho classified system employees is a grievable matter subject to the problem solving procedures for such University of Idaho classified staff, but unless otherwise required by law or regulation, However, the grievance problem solving procedure does not delay the effective date of the layoff. The decision of the University of Idaho chief executive officer of the agency, institution or school is final and not appealable to the Board. In the event that such appeal or grievance procedures do not currently exist, each agency, institution or school must establish such procedures.~~

~~(1). All employees (other than State of Idaho Classified and University of Idaho Classified employees who each have separate processes defined in their respective laws, rules and policies) all employees of the institutions, agencies, and school who receive a notice of a financial exigency layoff have the right to appear before the Board at the meeting of the Board where the Board will take action on the Plan ~~the affects the employee.~~ Such appearance shall be governed by the Board's policies, procedures and guidelines regarding testimony before the Board. In addition, categories of employees shall have hearing ~~and appeal~~ rights as set forth below in this subtopic c6.~~

~~Be (2). Non-Faculty, Non Tenured Faculty and Nonclassified Contract Employees' Hearing Rights~~

~~(1) Contract Employees:--~~

~~(a). In most instances, a layoff ~~reduction in force~~ of nontenured faculty and nonclassified employees serving under a contract of employment for a fixed term may ~~will~~ be accomplished by nonrenewal of the contract of employment rather than by layoff during the term of employment. Nonrenewal ~~under these circumstances after a Board declared financial exigency is~~ does not require a hearing nor is the nonrenewal appealable at the agency, institution or school, nor is it appealable to the Board.~~

~~(b). ~~In the event an~~ If a non-tenured faculty member occupying a permanent faculty position or a nonclassified employee serving under a contract of employment for a fixed term is laid off during the term of employment due to a financial exigency, ~~that the faculty member or employee is entitled to use the appeal procedure of the agency, institution, or school.~~ the pre-layoff hearing procedures set forth in paragraph (4) below. ~~For this purpose, each agency, institution or school, must establish its own appeal or grievance procedure in the~~~~

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

~~event such procedure does not currently exist. The employee must notify the chief executive officer, in writing, within fifteen (15) days of receipt of the notice of layoff, of his intent to use the internal appeal procedure. The decision of the chief executive officer of the agency, institution or school following the appeal procedure is final and not appealable to the Board. Use of the appeal procedure does not delay the effective date of the layoff.~~

~~(2) Pleasure Of The Board Employees—Notwithstanding the provisions of the prior paragraph, termination of employees serving at the pleasure of the Board pursuant to any other provision of the Board's policies and procedures in furtherance of a reduction in force is not appealable.~~

~~De(3). Tenured and Non-Tenured Faculty Hearing Rights. Nontenured Faculty.—All Tenured nontenured faculty members occupying permanent faculty positions who are laid off due to financial exigency are entitled to the pre layoff hearing procedures use the appeal procedure set forth in paragraph (4) below. of the institution if the procedural requirements of requesting such are met. The decision of the chief executive officer, after reviewing the final written recommendation of the hearing body, is final and not appealable to the Board.~~

~~(2) Tenured Faculty. A tenured faculty member is entitled to use one or the other of the following appeal procedures, but not both:~~

~~(a) A tenured faculty member may file a written request of appeal to the chief executive officer of the institution within fifteen (15) calendar days of certified receipt of the notice of intention of the chief executive officer to recommend layoff to the Board. In the written request, the tenured faculty member must set down the grounds upon which the layoff is alleged to be improper and ask for an informal resolution of the issue in advance of final action by the Board. If an informal resolution is not reached, the tenured faculty member may appear before the Board prior to its final action on the chief executive officer's recommendation for a layoff. The appearance before the Board will be informal and is not a contested case. The decision of the Board is final; or~~

~~(b) Following final action of the Board, the tenured faculty member so affected is entitled to use the appeal procedure of the institution if the procedural requirements of requesting such are met. The decision of the chief executive officer, after reviewing the written recommendation of the hearing body, is final and not appealable to the Board. In the event the~~

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

~~chief executive officer determines that his recommendation was made in error, a corrective recommendation must be made to the Board.~~

~~De(4). Financial Exigency Layoff Hearing Appeal~~ Procedures

~~(1a). Each institution must establish an appeal procedure in the event such procedure does not currently exist. The~~ The financial exigency layoff hearing procedures at the institutions, agencies, and school must ensure a prompt and expeditious hearing that is fair and unbiased, but ~~the procedural requirements of formal adjudication are not required.~~ hearing shall be informal. The application of evidentiary rules, questioning or witnesses (including cross-examination), rules concerning burden of proof, the participation of legal counsel, and similar and related attributes of more formal adjudication shall not be required. The final written recommendation of the hearing body or officer must be conveyed to the chief executive officer of the institution, agency, or school who shall make a final decision. An employee may ask the chief executive officer to reconsider the decision. Such a request must be filed in writing with the chief executive officer within fifteen (15) days of the notice of the final decision of the institution, agency or school. The decision of the chief executive officer in response to the reconsideration request is final except as modified by the Board pursuant to an appeal under Section II.M. Use of these hearing procedures does not delay the effective date of the layoff.

~~(ab) Hearing Standard~~ Grounds to Contest. ~~The hearing body established must evaluate whether the established and approved procedures were followed and appropriate criteria applied in arriving at the decision to layoff a faculty member. The employee may contest the layoff on the following grounds:~~

(i) Whether the agency, institution, school or office followed the appropriate policies, and procedures and the terms of the Plan,

(ii) Whether the layoff was made for constitutionally impermissible reasons, or

(iii) Whether any other improper criteria were applied.

(c) Limitations Upon Review. The hearing body or officer will not review the Board's decision to declare a financial exigency decision or the funding distribution among and within the institutions~~(s)~~, agencies, or school. The decision of the Board to declare a financial exigency is at the Board's sole discretion and

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

may not be contested by any employee in any type of hearing or appeal procedure.

(d) Employees may request that the Board hear an appeal of the final decision of the chief executive officer as provided in Board policy section II.M.2.b. Such a request does not delay the effective date of the layoff.

~~(2) Standard of Review. The sole basis on which to contest a layoff of employees subject to the Idaho classified personnel system and of University of Idaho classified employees is compliance with the rules of the Division of Human Resources where applicable, and compliance with these rules and the program for reduction in force approved by the Board. The sole basis to contest a layoff of tenured faculty members, nontenured faculty members, and nonclassified employees serving under a contract of employment for a fixed term is compliance with these rules and the program for reduction in force approved by the Board. The decision of the Board is judgmental, or discretionary, and is not subject to contest by any employee in any grievance or appeal procedure.~~

~~10. Layoff Roster for Classified Employees~~

~~An agency, institution or school laying off employees subject to the Idaho classified personnel system must prepare and distribute a listing of retention point scores of employees in classes to be affected by a layoff as required by the rules of the Division of Human Resources. The Idaho Division of Human Resources will maintain the layoff roster. A classified employee reinstated from a layoff roster will be paid at a pay grade and step consistent with the rules of the Idaho Division of Human Resources in effect at the time of reinstatement.~~

~~a. The University of Idaho will maintain a layoff roster in the event of a layoff of University of Idaho classified employees consistent with the policies of the University of Idaho.~~

~~b. An employee who is laid off may continue to contribute toward and receive the benefits of any state insurance program if the laws, rules, regulations, policies, and procedures governing the administration of such insurance program so permit.~~

~~c. a. An employee who has been laid off and who accepts reemployment at an agency, institution or school must be credited with any sick leave which the employee had accrued as of the date of layoff, and with any annual leave which the employee had accrued as of the date of layoff and for which the employee has not received payment.~~

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

~~1176~~. Reinstatements Rights

a. Tenured Faculty

In cases of [a financial exigency](#) layoff of tenured faculty members occupying permanent faculty positions, the position concerned may not be filled by replacement within a period of three (3) years from the effective date of the layoff unless the tenured faculty member has been offered a return to employment in that position and has not accepted the offer within thirty (30) calendar days after the offer is extended.

- (1) Refusal Of Reinstatement Offer. If an offer of reinstatement is not accepted, the tenured faculty member's name may be deleted from the reinstatement list, and, if so deleted, the Board has no further obligation to the faculty member.
- (2) Benefits During Layoff. A tenured faculty member who is laid off may continue to contribute toward and receive the benefits of any applicable state or University of Idaho insurance program if the laws, rules, regulations, policies, and procedures governing the administration of such insurance program so permit.
- (3) Leave Credit. A tenured member of the faculty who has been laid off and who accepts reemployment at the institution will resume tenure and the rank held at the time of layoff, be credited with any sick leave accrued as of the date of layoff, be paid a salary commensurate with the rank and length of previous service, and be credited with any annual leave (if applicable) which the employee has accrued as of the date of layoff and for which the employee has not received payment.

b. Non Tenured Faculty and Nonclassified [Contract](#) Employees

In cases of [a financial exigency](#) layoff of nontenured faculty members occupying permanent faculty positions, and nonclassified [contract](#) employees occupying permanent positions, the position concerned may not be filled by replacement within a period of one (1) year from the effective date of the layoff unless the employee has been offered a return to employment in that position and the employee has not accepted the offer within thirty (30) calendar days after the offer is extended.

- (1) If an offer of reinstatement is not accepted, the employee's name may be deleted from the reinstatement list, and if so deleted, the Board has no further obligation to the employee.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

- (2) A nontenured faculty member or a nonclassified contract employee who is laid off may continue to contribute toward and receive the benefits of any applicable state or University of Idaho insurance program if the laws, rules, regulations, policies, and procedures governing the administration of such insurance program so permit.
- (3) A nontenured member of the faculty who has been laid off and who accepts reemployment at the institution will resume the rank held at the time of layoff, be credited with any sick leave accrued as of the date of layoff, be paid a salary commensurate with the rank and length of previous service, and will be credited with any annual leave (if applicable) which the employee had accrued as of the date of layoff and for which the employee has not received payment.
- (4) A nonclassified contract employee who has been laid off and who accepts reemployment at the institution will be credited with any sick leave the employee had accrued as of the date of layoff, paid a salary commensurate with the length of previous service, and credited with any annual leave which the employee had accrued as of the date of layoff and for which the employee has not received payment.

7. Employment Actions Other than a Layoff. The implementation of personnel actions other than a layoff shall follow the requirements of this topic 7.

- a. If the Plan for addressing the financial exigency includes employment actions other than, or in addition to, a layoff, the employees affected by such actions shall be entitled solely to such procedures as are set forth in this topic and those that may be set forth in the Plan, if any. Such procedures must include at least thirty (30) days written notice prior to the effective date of the action and an informal opportunity for the employee to be heard. The notice must include the effective date of the employment action; a statement of the basis for the Board's action to declare a financial exigency; a statement of the basis for the employment action and a description of the process for the opportunity to be heard. Such process must be prompt, expeditious and fair, but shall be informal. The application of evidentiary rules, questioning of witnesses (including cross-examination), rules concerning burden of proof, the participation of legal counsel, and similar and related attributes of more formal adjudication shall not be required. The employee may contest the action based on whether the agency, institution, or school followed the appropriate policies and procedures and the term of the plan; whether the action was made for constitutionally impermissible reasons; or whether any other improper criteria were applied. The hearing will not review the Board's decision to declare a financial exigency or the funding distribution among and within the institutions, agencies, or school. The decision of the Board to declare a financial exigency is at the Board's sole discretion, and may not be contested by any employee in any type of hearing or appeal procedure. The

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: N. Staff Reduction Procedures – All Employees

April 2002

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- written recommendation of the hearing officer or body must be conveyed to the chief executive officer who shall make a final decision. There is no right of appeal to the Board.
- b. There are no reinstatement rights with respect to employment actions other than a layoff. Remedies, if any, to which employees are entitled shall be set forth in the Plan.
8. Financial Exigency Program Closure, Relocation or Discontinuance.
- a. Faculty or staff being laid off as a result of a program closure, relocation or discontinuance pursuant to a financial exigency plan shall be entitled to the same procedural rights as any other layoff pursuant to a financial exigency. Provided, however, the reinstatement rights only exist if the program is reinstated by the institution, not merely if the position is filled.
- b. Students enrolled in a program that is closed, relocated or discontinued pursuant to a financial exigency plan should be given notice of the closure as soon as is practical. Notwithstanding any other provision of Board policy, institutional policy, or institutional catalog statements to the contrary, students do not have the right to complete the program. When there is a similar program within the institutions governed by the Board, an affected student will be provided with information on transferring to that program, although admission to any such program is contingent upon the availability of a position and the student's meeting any applicable admission requirements. If there is no similar program available within the institutions governed by the Board or the student is not able to gain admission to a similar program, the institution will make reasonable efforts to place the student in a related or comparable program within the institution. If none is available, the institution will make reasonable efforts to assist the student in locating to another program at the institution or elsewhere for which he or she is qualified.