Program Closure Template

NOTE

The following guidelines are for **program closures**. For other changes to existing programs please contact the Vice Provost for Academic Planning (nancy.bliwise@emory.edu).

SACSCOC requires that the teach-out plan be approved prior to suspending admission to the program.

**SUBMIT A TEACH-OUT PLAN TO INCLUDE THE FOLLOWING:**

1. Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.
2. An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.
3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.
4. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.
5. Copies of signed teach-out agreements with other institutions, if applicable.
6. A description of how faculty and staff will be redeployed or helped to find new employment.

Note: Do not submit individually identifiable student information.