# Program Closure Template

Closing a program requires SACSCOC approval. All program closures require a teach-out plan, independent of the size of the program, number of currently enrolled students (including programs with no students enrolled), or other program characteristics.

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. Provide a communication plan to inform all affected parties of the closure to include

    a. how each of the following will be informed for the closure:

        i. currently enrolled students,

        ii. students with lapsed enrollment (i.e., not currently enrolled but recently enrolled), and

        iii. prospective students.

    b. how faculty and staff will be informed, viz., admissions and recruiting/marketing staffs; and

    c. how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect.

3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and from the teach-out institution(s) related to the closure. All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s).

4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

5. An explanation of 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.

6. Copies of signed teach-out agreements with other institutions, if applicable.

7. A description of how faculty and staff will be redeployed or helped to find new employment.

Note: Do not submit individually identifiable student information.