**UNC Charlotte**

**Closing a Program, Site, or Program at a Site**

**Substantive Change Planning Questionnaire**

**Part One:**

Date 

Chair/Coordinator/Director Name:

Email: Phone

Name of Program

Date of Proposed Implementation

**Part Two:**

The Office of Assessment and Accreditation coordinates the SACSCOC notification of requests for site or program closures, moving site locations, or change in total credit hours. Prior notification and approval may be required from SACSCOC six months before implementation. Therefore, to help with the timely execution of your department’s plans, please answer the questions below by placing a check mark in the appropriate box regarding your proposed change(s). Also, please provide details about the anticipated changes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Does your proposed change include….** | **YES** | **NO** |  | **YES** | **NO** |
| 1. Closing a program or approved off-campus site (does not include closing an approved program at an off-site) where the:  …institution plans to teach out its own students  …institution contracts with another institution to teach-out students | ▢  ▢ | ▢  ▢ | 2. Closing a program at approved off-campus site where the:  …institution plans to teach out its own students  …institution contracts with another institution to teach-out students | ▢  ▢ | ▢  ▢ |

**Part Three: Closing a Program in all delivery modes, i.e., students will no longer be able to complete the program (Complete if applicable)**

1. Is the program closing in all delivery modes? Yes ▢ No ▢
2. Is the program closing at a site? Yes ▢ No ▢
3. If at a site, identify the street address of the site closing

**Part Four: Closing a Site For example, student will no longer be able to enroll at this location (Complete if applicable)**

Identify the street address of the site closing

**Part Five: Closing a Program using a particular delivery mode, i.e., students are able to complete the program in a different delivery mode (Complete if applicable)**

1. Is the program closing at a site? Yes ▢ No ▢
2. If so, identify the street address

**For all changes, please contact Christine Robinson at** [crobinson@uncc.edu](mailto:crobinson@uncc.edu).