**Program or Site Closures**

**Closing a program, Instructional site or Program at an Instructional site** – when the institution is removing a completion option for students such that the student is unable to complete the program as planned at matriculation.

Prepare a teach-out plan - A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study.

A **teach-out plan** must include the following information:

1. Date of closure (date when new students will no longer be admitted)

2. An explanation of how affected parties (students, faculty, 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

4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and,

 if so, how the students will be notified

5. Copies of signed teach-out agreements with other institutions, if any

6. How faculty and staff will be redeployed or helped to find new employment

7. If closing an institution, arrangement for the storing of student records, disposition of final financial

 resources and other assets

Guidelines and suggested practices

The effective closure date is defined as when you stop admitting or accepting students to a program or site.

Answer all questions in teach-out plan even if they do not apply. Give a short description or explanation as to why the question is not applicable.

Teach-out plans must be approved by SACSCOC in advance of implementation. That is, an institution must secure approval as soon as possible after the decision is made to close the program but before the cessation of instruction.

If an institution decides to stop admitting students due to no enrollment, a teach-out plan must be submitted. The teach-out plan can indicate that the closure is due to no students being enrolled in the program.

**Program or Site Closure FAQ**

What happens if you are discontinuing a program at a site but not closing the program and not closing the site? The institution must submit closure notification because it is removing a completion option for student. In the closure letter, clearly state that the program and the site will continue but that the institution is closing the program at the site.

What happens if you are offering multiple types of delivery but are ending a certain delivery method? The institution must submit closure notification because it is removing a completion option for the students. In the closure letter, clearly state that the program will continue but that the institution is closing a delivery method.

Should an institution submit documentation for closure of a site that offers less than 50% of a program? Yes but only if the site offers between 25% - 49% of the program.

What if the program or site is inactive due to enrollment? If the institutional leadership is certain re-enrollment will start in the program or at the site then closure can be delayed until one year prior to the fifth-year and 10-year accreditation reports.

What if you are closing an accelerated program such as early entry? The institution is not required to submit closure documentation because it has not stopped the completion option for the students.

Does a dual degree program require closure documentation? Yes, an institution is required to close the dual degree program because completion option is unavailable. If there are not options for students to complete both programs then state this.

Can closed programs be re-opened? A program can be re-opened within five years of closing. An institution must send a letter of notification to include the credential level, the discipline, the planned reopening date, and a copy of approval of closure from SACSCOC.

If the timeframe is more than five years since closure and the program is a significant departure then a prospectus is required; otherwise, no notification is required.