



## SACSCOC Program Closure Guidelines and Teach-Out Plan

SACSCOC defines a **Closure** as: *The ending of instruction: in an educational program, at off-campus instructional site, in an educational program at an off-campus instructional site or main campus, by a method of delivery, or at an entire institution such that a student cannot complete their program of study as planned.*

Institutions seeking approval for a program closure must include a **teach-out plan**.

**Teach-out Plan** refers to a written plan developed by an institution for students to complete their programs of study because it decided to end a program, off-campus instructional site, method of delivery, or to close the institution. A teach-out plan provides an orderly process, the equitable treatment of students, minimal disruption and additional costs to students, and covers all enrolled students regardless of their progress to completion.

The teach-out plan must 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, via., 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.

### **Guidelines**

- The effective closure date is defined as when you stop admitting or accepting students to a program or site.
- Teach-out plans **must** receive SACSCOC approval prior to implementation. It is critical to secure the approval as soon as possible after the decision is made to close the program before the instruction ends.
- Answer all questions in the teach-out plan. If they are not applicable, please provide a brief description as to why.