

Crosswalk for SACSCOC Program Closure Teach-out Plan

Please see [SACSCOC Substantive Change Policy and Procedures](#)

#	Teach-out Plan Requirements	Who Will Provide Information	Approval Through JCSU Committees (Faculty Senate, Educational Policies Committee, Provost Council, Executive Cabinet)
1	Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.	Dean, Chair, Coordinator	✓
2 Communication Plan			
	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.	Chair/Coordinator	✓
	b how faculty and staff will be informed, viz., admissions and recruiting / marketing staffs; and	Chair/Coordinator	✓
	c how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect.	Chair/Coordinator	✓
3 Program Completion at Other Institutions (If Applicable)			
1	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).	Dean, Chair, Coordinator	✓
4 Assistance with Program Completion			
1	An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.	Chair, Coordinator	✓
5 Additional Charges for Students			

1	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.	Dean, Chair, Coordinator	✓
6 Copies of signed teach-out agreements with other institutions, if applicable.			
		Provost & Dean	✓
7 Redeployment/New Employment of Faculty and Staff			
1	A description of how faculty and staff will be redeployed or helped to find new employment.	Provost & Dean	✓

Note

Do not submit individually identifiable student information.

Revised: 01/14/2025