

Program Closure Teach-Out Plan

Submit a teach-out plan to include the following:

1. A Substantive Change Cover Sheet [PDF]. (The SACSCOC Liaison completes this form.)
2. Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.
3. An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.
4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.
5. Explain 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.