Program or Off-Campus Location Closure/Suspension Procedures and Teach-out Plans

I.   SACSCOC Substantive Change Policy: Closing a Program

If an institution decides to close an educational program, SACSCOC must be notified in advance of the closure. If a program is being closed, a teach-out plan must be submitted and approved by SACSCOC prior to implementation. If the plan includes teach-out agreement(s) with other institutions, then the agreement(s) must also be approved prior to implementation. **SACSCOC no longer suspends academic programs, they are either closed or open**. A closed program may re-open if it is within five years of the date the program was closed to admitting students.

Note: Tracks, concentrations, or specializations are closed using the unit's and university's curriculum processes. SACSCOC does not need to be notified in these cases.

From SACSCOC Good Practices for Closing a Program: **"**When the decision is made to close an educational program, the institution must make a good faith effort to assist affected students, faculty, and administrative and support staff so that they experience a minimal amount of disruption in the pursuit of their course of study or professional careers. In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their programs should be advised by faculty or professional counselors regarding suitable options, including transfer to comparable programs. Arrangements should be made to reassign faculty and staff or assist them in locating other employment."

- See the SACSCOC website for more information on teach-out plans or substantive change reporting:
  https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf
- *See also* the SACSCOC "Closing a Program, Site, Branch or Institution: Good Practices" document: https://sacscoc.org/app/uploads/2019/08/CloseProgramSite.pdf
- UofL policies related to substantive change reporting can be found at http://louisville.edu/oapa/substantive-change

II.   SACSCOC Substantive Change Policy: Closing a Program at an Off-Campus Instructional Site

An off-campus instructional site is a location geographically apart from the main campus at which 50% or more of the credit for at least one program is offered. Such sites must be approved in advance by SACSCOC.

If an institution decides to close an off-campus site that provides 50% of at least one program, SACSCOC must be notified. In addition, if a program at an off-campus site is closed, SACSCOC must be notified in advance of the closure. All closure approvals require an acceptable teach-out plan to be submitted to ensure students have reasonable opportunities to complete their program of study with minimal disruption and additional costs. See section III below for more information.

If closing an off-campus instructional site, consult the UofL "Consortial Agreements and Programs" page: https://louisville.edu/oapa/exchange-agreements-and-programs/Consortial-agreements-and-programs

and the SACSCOC document "Good Practices for Closing a Program" https://sacscoc.org/app/uploads/2019/08/CloseProgramSite.pdf. For additional information on closures reach out to Bob Goldstein or Kay Vetter in the Office of Academic Planning and Accountability.

UofL Procedures for Closing a Program

When programs anticipate either temporarily ceasing of admissions or permanently closing a program, the Provost's Office of Academic Planning and Accountability (OAPA) must be consulted. Contact Bob Goldstein (robert.goldstein@louisville.edu) or Kay Vetter (kay.vetter@louisville.edu). The program closure must be approved by the unit dean consistent with unit curriculum policies and shared governance.

The program should ensure that it has consulted all appropriate unit constituencies and that the closure has been approved by the unit dean, then take the following steps:

1. The program prepares a teach-out plan following SACSCOC Guidelines:

   A teach-out plan must include the following information:

   - Date of closure (date when new students will no longer be *admitted*).
   - An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.
   - An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.
   - An indication as to whether the teach-out plan will cause students to incur additional charges/expenses and, if so, how the students will be notified.
   - Copies of signed teach-out agreements with other institutions, if applicable.
   - A description of how faculty and staff will be redeployed or helped to find new employment.

   NOTE: Do not submit any individually identifiable student information.

   Please refer to the SACSCOC document Good Practices: *Closing a Program, Site, Branch or Institution* that can be found here: https://sacscoc.org/app/uploads/2019/08/CloseProgramSite.pdf

2. The program submits the teach-out plan to the unit curriculum committee, which approves the program closure and teach-out plan.

3. The unit submits a program closure request accompanied with a teach-out plan including all elements required by SACSCOC. Additionally, the unit is required to demonstrate that unit policies and procedures were followed and that faculty input was part of the decision to recommend program closure. Program closure requests should also include a letter of consent from the dean. This information is submitted to OAPA staff who coordinates the following internal reviews and next steps. The teach-out plan is sent by OAPA to:

   - Faculty Senate (review only).
   - Board of Trustees (review and approval).

4. Following Board of Trustees approval, OAPA takes the following steps:
   - OAPA notifies SACSCOC (requires letter of notification prior to closure and submission of a teach-out plan).

- OAPA reports the program closure to the Council on Postsecondary Education (CPE) via their online reporting system, Kentucky Postsecondary Education Data System (KPEDS).

5. OAPA notifies the registrar to:
   - Remove the program from the program inventory.
   - Add the program end date to PeopleSoft (after SACSCOC approval).
   - Update the Academic Plan Table.

6. OAPA updates the online catalog.

7. OAPA notifies program that all procedures have been completed.

8. Programs are responsible for implementing the program's teach-out plan and making sure students know they have a set amount of time to complete the program.

III.   Suspending an Academic Program

SACSCOC no longer allows institutions to suspend or deactivate academic programs. If an academic program is closed to new enrollment, then the program will need to be closed with SACSCOC. This means a notification letter and academic program teach out plan must be submitted *before* the program is closed. If U of L wants to re-open a program within 5 years of the last admissions date, they can do so at SACSCOC with a litter of notification provided by the SACSCOC Liaison. If it has been longer than five years, then SACSCOC would consider it a new program and new prospectus would need to be submitted.

Academic programs may be suspended at U of L for up to five years and can be reinstated at any point within this timeframe. After a program has been suspended for five years, CPE will automatically close the program. Contact Bob Goldstein (robert.goldstein@louisville.edu) or Kay Vetter (kay.vetter@louisville.edu) to begin the suspension/closure process.