

FLORIDA ATLANTIC UNIVERSITY
SACS Substantive Change Notification/Transmittal Form

SACS Procedure Three
Academic Program Termination (2 pages)

PROGRAM NAME: _____ **DEGREE LEVEL(S):** _____
(Bach., Master's, Ph.D., Ed.D., etc)

Anticipated termination date: _____ **Date of BOT approval:** _____

Please review the options below, select the option that applies, and attach the required information to this form.

_____ 1. There are no students currently enrolled in the program.

_____ 2. FAU teaches out currently enrolled students, no longer admits students to programs, and terminates the program. **(Teach-out plan required, see attached details.)**
Number of students currently enrolled in the program: _____

_____ 3. FAU will enter into a contract for another institution to teach out the educational programs or program. **(Teach-out agreement required, see attached details.)**

(Please note: Teach-out Plans/Agreements must be approved by SACSCOC prior to implementation.)

If students are enrolled in the program, provide a summary of the status of these students and expected time to program completion:

Signature: University Provost (or designee)

Date

Signature: SACS Accreditation Liaison

Date

Submitted to SACS by: _____

Date: _____

Additional Information/Guidelines

Per SACS' policy statement on closures of programs, sites or campuses, ("Substantive Change for Accredited Institutions of the Commission on Colleges," edited August, 18, 2011), please note the following components that must be provided as part of a "Teach-out Plan" or "Teach-out Agreement."

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, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure;
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;
3. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense;
4. Signed copies of teach-out agreements with other institutions, if any;
5. How faculty and staff will be redeployed or helped to find new employment."

Teach-out Agreement:

"A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides fifty percent or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

For approval by SACSCOC, the agreement must be between institutions that are accredited by a nationally recognized accrediting agency, be consistent with applicable standards in the *Principles of Accreditation* and with SACSCOC policies, and provide for the equitable treatment of students by ensuring that:

1. The teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the closed institution; and
2. The teach-out institution demonstrates that it can provide students access to the program(s) and services without requiring them to move or travel substantial distances."