

**SACSCOC Substantive Change Policy
Addendum/Summary
Discontinuation
Office of Assessment and Accreditation**

	SACSCOC Guidance	Program Response (Please provide a response for each item)
1.	<p>Please provide the closure date, defined by SACSCOC, as the date when students are no longer admitted.</p> <p>Note: For UNC System Office discontinuations, the institution must provide the term that students are no longer admitted must be included. Whereas SACSCOC asks for institutions to specify the date (e.g., January 6, 2025), students are no longer admitted.</p>	
2.	<p>Provide a communication plan to inform all affected parties of the closure to include how <u>each</u> of the following:</p> <ul style="list-style-type: none"> i. How will currently enrolled students be informed of the closure? ii. How will students with lapsed enrollment (i.e., not currently enrolled but recently enrolled) be informed of the closure? iii. How will prospective students be informed of the closure? Prospective students include students who applied to the program or were admitted to the program. iv. How will faculty and staff be informed of the closure (e.g., viz., admissions and recruiting / marketing staff)? v. How will community or industry partners be informed of the closure. If not applicable, provide an affirmative statement to that effect. <p>Note: For UNC System Office discontinuations, the institution must provide how current students, faculty and staff are informed about closures. For SACSCOC, institutions must provide how programs inform enrolled students, students with lapsed enrollment, prospective students as well as faculty and staff of closures.</p>	

3	<p>Provide an explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs. Affected students include students who applied to the program, admitted students, enrolled students and stop-outs readmitted to the program.</p> <p>Note: Both the UNC System Office and SACSCOC ask for this information.</p>	
4	<p>Provide 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.</p> <p>Note: Both the UNC System Office and SACSCOC ask for this information.</p>	
5	<p>Provide a description of how faculty and staff will be redeployed or helped to find new employment.</p> <p>Note: Both the UNC System Office and SACSCOC ask for this information.</p>	
6	<p>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. Also, if applicable, provide copies of the teach-out agreement with other institutions.</p> <p>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).</p> <p>Note: If this does not apply to your program's closure, please disregard.</p>	No response needed.
7	<p>For discontinuation of certificate programs, the above information is needed.</p> <p>Note: Program closure/discontinuation forms are not completed for certificates. Whereas, SACSCOC defines a program as a coherent set of</p>	

	courses leading to a degree or certificate. Therefore the above information is needed to notify SACSCOC of a certificate's closure.	
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