

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

## Section I - Administrative

**SUBJECT:** PROGRAM CLOSURE

**REVIEWER(S):** Provost\*  
Dean of Student Affairs and Enrollment Management  
Dean of Administrative and Financial Services  
Director, Continuing Education

### **Related Policies to Consult:**

SACSCOC: Substantive Change for SACSCOC Accredited Institutions Policy  
Good Practices Closing a Program, Site or Branch Institution

## **I. POLICY**

Carolinas College of Health Sciences (the College) recognizes that programs (courses, tracks, certificates, diplomas, degrees) may need to be discontinued for a variety of reasons, including lack of enrollment or a change in workforce needs. When the decision is made to close a program, the College is committed to providing a reasonable opportunity for students to complete their program of study. In the event of a program closure, a teach out plan is developed by the College that provides for the equitable treatment and support of students to allow completion of the program within defined parameters.

## **II. PROCEDURE**

A. Conditions for closure:

1. The Southern Association for College and Schools Commission on Colleges (SACSCOC) defines the following circumstances requiring a teach-out plan:
  - The United States Department of Education notifies the Commission that it has initiated an emergency action against an institution or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program.
  - The Commission terminates accreditation or candidacy.
  - The institution notifies the Commission that it intends to cease operations entirely or close a location that provides at least 50% of at least one program.
  - A State Licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program has been or will be revoked.
2. In addition, the College regularly reviews current programs and workforce needs. As a result of the comprehensive review, decisions could result in the closure of an educational program, approved instructional site, branch campus, or the entire institution.

B. When the decision is made to close a program, instructional site, branch campus, or the college, a teach out plan is developed. Generally, the college teaches out currently enrolled students, no longer admits students to the named program(s), provides alternative options for students who have been admitted but have not yet started the program and then terminates the program(s). The College may enter into a contract agreement with another institution to teach out the program(s).

C. A teach out plan outlines how the College can provide reasonable opportunities for students to complete their program of study. The contents of teach out plans must be consistent with applicable standards and regulations for all involved accrediting bodies and organizations. Minimally, a teach out plan includes:

- a. Date of closure (date when new students will no longer be accepted).
  - b. An explanation of how affected parties (students, faculty) will be informed of the impending closure.
  - c. An explanation of how all affected students will be helped to complete their programs of student with minimal disruption.
  - d. An indication as to whether the teach out plan will incur additional charges/expenses to the students, and if so, how the student will be notified.
  - e. Copies of signed teach out agreements with other institutions, if any.
  - f. How faculty and staff will be redeployed or helped to find new employment.
  - g. If closing an institution, arrangement for the storage of student records, disposition of the final financial resources, and other assets.
- D. Teach out plans are submitted to the SACSCOC, and other required accrediting and/or approval bodies, for review and approval prior to implementation.
- E. Following review and approval of a teach-out plan that includes a program that is accredited by another accrediting agency, the Commission notifies the accreditor of its approval.
- F. Upon approval, appropriate agencies are notified according to their requirements (e.g., Department of Education, Department of Veteran Affairs).
- G. Once required approvals and notifications are complete, the College implements the teach-out plan, including written notification to impacted students regarding the reasons for closure and details about available options for completing their program of study.

### III. APPROVAL

Name: \_\_\_\_\_ Title: President \_\_\_\_\_ Date: \_\_\_\_\_

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has developed guidelines for substantive change and good practices for closing programs, instructional sites, campus branches and institutions. The language used in the SACSCOC guidelines has been incorporated into this policy, when deemed appropriate, but has been adapted to reflect conditions at CCHS. For the text of the SACSCOC guidelines, please refer to <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf> and <http://www.sacscoc.org/pdf/081705/CloseProgramSite.pdf>.