

NSU Process to Comply with SACSCOC Policy related to Program Closure:

Teach-Out Plans

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) substantive change policy includes procedures institutions must use to “close” (i.e. no longer offer) a degree program. Closure is defined by SACSCOC as closed to admission or entry. Program closure includes ending a program at all locations or by all methods of delivery, but also includes ending a student’s completion option at a specific location or by a specific method of delivery. Closing a program requires SACSCOC approval. Approval requires a teach-out plan. Closure approval ensures the institution has a plan and process to provide students reasonable completion options that minimize disruption and additional costs. Because closure approval is approval of the teach-out process, not the closure per se, a teach-out plan should be submitted *as soon as possible after the decision is made to close the program*.

To comply with this policy, as soon as an NSU College has determined that a program will no longer be offered at a location (closed to admission), the following procedures should be utilized:

1. The NSU College submits a curriculum change request memorandum for the closure of a program to the Provost’s Office. Do note the Office of Academic Affairs has developed a curriculum change form for the closure of a program. The NSU College can access it at the link here: <https://www.nova.edu/academic-affairs/aqaa/curriculum-change-request-form-word.doc>
2. The NSU College collaborates with the Office of Academic Affairs to develop the required SACSCOC teach-out plan and cover letter. Even if there are no active students enrolled at the location when the decision is made to close the program, a teach-out plan is still required. The Office of Academic Affairs has developed a [sample teach-out plan](#) for the closure of a program that includes all the necessary information that must be provided to SACSCOC. NSU Colleges may use the template as a guide.
3. The NSU College approves the final draft of the SACSCOC teach-out plan and cover letter and submits a draft to the Office of Academic Affairs for review.
4. Once the curriculum change memorandum is approved by the Provost, the Office of Academic Affairs will forward the SACSCOC teach-out plan and cover letter to the President’s office for signature.

For questions regarding this process or for help with a Teach-Out plan, please email Dr. Greg Stiber (stiber@nova.edu).