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## I. DISCONTINUING PROGRAMS - INSTITUTIONAL

If the College decides to discontinue a program in accordance with Procedure 4.1.3.1 – Curriculum Development, a teach-out plan shall be developed and implemented to ensure the equitable treatment of students enrolled in the program and who have not yet completed the program. Any such plan shall be committed to writing and submitted to the College's institutional accreditation agency for approval in accordance with their policies and procedures.

### A. Teach-Out Plan Elements

A teach-out plan shall include at a minimum the following elements:

- The closure date, as defined by the College's institutional accreditation agency.
- A communication plan to inform all affected parties of the closure to include:
    - How currently enrolled students, students with lapsed enrollment (i.e., not currently enrolled but recently enrolled), and prospective students will be informed of the closure:
    - How faculty and staff, including but not limited to admissions, recruiting, and marketing staff, will be informed of the closure; and
    - How community or industry partners will be informed of the closure or, if not applicable, an affirmative statement to that effect.
- If the institution is providing options for students to complete the course of study at another campus location.
- If the institution is providing options for students to complete the course of study at another institution(s), including copies of all planned communication from the institution and from the teach-out institution(s) related to the closure. Documented communications shall demonstrate that 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).
- An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

- 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.
- 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.

Teach-out plans shall not contain individually identifiable student information.

B. Teach-Out Agreements

It is the College's strong preference and goal to execute any teach-out plan on its own. In the rare event that the College is unable to execute its own teach-out plan, a teach-out agreement shall be enacted with another institution as necessary and appropriate. 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. The agreement shall be between institutions that are accredited by a nationally recognized accrediting agency, be consistent with applicable standards defined by each institution's institutional accreditation agency policies, and provide for the equitable treatment of students by ensuring that:

- 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 teach-out institution; and
- 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.

Teach-out agreements shall be approved by the College's institutional accreditation agency in advance of implementation.

## II. DISCONTINUING PROGRAMS – LOCATION-SPECIFIC

If the College decides to discontinue a program at one of its locations where twenty-five percent (25%) or more of the program's courses are offered, the College shall implement the provisions of Section I of this procedure for the program's students at that location. If the location hosts less than twenty-five percent (25%) of the program's courses, then the College in its sole discretion may decide to implement the provisions of Section I of this procedure for the program's students at that location, require the students at that location who wish to continue attending the program to instead receive their instruction at an alternative location as determined by the College, or implement another reasonable solution, so long as the chosen solution is applied to all the program's students at that location in a uniform and consistent manner.

## III. DISCONTINUING OPERATIONS

If the College decides to cease operations, the College shall make reasonable efforts to implement the provisions of Section I of this procedure for each of its programs.

**REFERENCES**

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| **Statutory References** | None |
| **Regulatory References** | None |
| **Relevant Guidance** | None |
| **Policy Manual Cross-References** | Referencing:<br>● Procedure 4.1.3.1 – Curriculum Development |

**PROCEDURE HISTORY**

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| **October 11, 2024** | Adopted. |
| **September 24, 2025** | Technical changes to generalize “SACS-COC” to “institutional accreditation agency.” |