

**SACSCOC Substantive Change Procedures
St. Philip's College**

Closing an Institution or Program

Type of Change	SACSCOC Procedure	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	3	Yes	Yes	Description of teach-out plan included with letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification

*Notification should include the intended date of closure, a description of how students and faculty were notified of the decision, how students will be able to finish out their programs of study, and how affected faculty will be redeployed.

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SPC Procedure for Closing an Institution or Program

Action	Responsibility	Timeline
Identification of low-producing programs or required closing of a program	Dean	90 days prior to implementation
Determine alternatives or if program should be terminated	Dean	60 days prior to implementation
Continue program, develop a productivity plan	Dean	60 days prior to implementation
Terminate program, develop a teach-out plan ensuring students have opportunities for completion or transfer to comparable programs, include termination date	Dean, Chair, and Program Coordinator	40 days prior to implementation
Approval of teach-out plan and termination of program	Dean, VPAS, and President	30 days prior to implementation
Notify and inform each constituency affected (students, faculty, staff)	Department Chair and/or Dean	30 days prior to implementation
Letter of Notification to SACSCOC with a description of the teach-out plan prior to implementation	Accreditation Liaison	2 weeks prior to implementation
Notify receipt SACSCOC Response letter	Accreditation Liaison	Upon receipt of letter
Implement program termination if approved by SACSCOC	Department	Proposed semester