THE UNIVERSITY OF ALABAMA | Office for Academic Affairs
Office of Institutional Effectiveness

Intent to Close a Degree Program, Certificate, Concentration, Minor or Off-Campus Instructional Site

The closure of an off-campus instructional site (OCIS) or deletion of an academic degree program, certificate, concentration, or minor, no matter the method of delivery (face-to-face or online) or location, must be reported to and reviewed and approved or accepted by the following ***before*** implementation of the closure:

- OCIS: SACSCOC Liaison, Office for Academic Affairs (OAA), SACSCOCS (with teach-out), UA Board of Trustees, ACHE
- Academic Degree Program: SACSCOC Liaison, OAA, Graduate and/or Undergraduate Councils, UA Board of Trustees, ACHE, SACSCOC (with teach-out)
- Certificate Program: SACSCOC Liaison, OAA, Graduate and/or Undergraduate Councils, UA Board of Trustees, ACHE, SACSCOC (with teach-out)
- Concentration: OAA, Graduate and/or Undergraduate Councils, UA Board of Trustees, ACHE
- Minor: OAA, Undergraduate Council

SACSCOC requires that a notification of closure of an OCIS, an academic degree program, or a certificate program include a Teach-Out Plan and a Teach-Out Agreement (if applicable). A program or OCIS is considered closed as of the date the university stops admitting students to the program or site, not the last day of instruction. Because the Teach-Out Plan requires SACSCOC approval, notification with teach-out must be submitted as soon as possible after the decision is made to close.

College:_____

Department:_____

Name of Program (Major), Certificate, Concentration, or Minor :_____

CIP Code:_____

Degree(s):_____

Name and Address of Off-Campus Instructional Site (if applicable):_____

_____

Contact Person:_____

Title:_____

Email:_____

Telephone:_____

Date Proposal Submitted:_____

Effective Date of Closure:*_____

Method of Instructional Delivery (face-to-face or online) :_____

***Closure is the date the university intends to stop admitting students to the program, certificate, concentration, minor, or all programs at the OCIS.**

Please provide the rationale for closing the off-campus instructional site, degree program, certificate, concentration, or minor:

For all closures, please answer the following:

1. Provide an explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.

2. Provide an explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

3. Explain 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.

4. Describe how faculty and staff will be redeployed or helped to find new employment.

5. Attach a copy of signed teach-out agreements with other institution(s), *If applicable*. Note: This is a rare occurrence.

For closure of an Off-Campus Instructional Site Only

1. If the institution is providing options for students to complete a degree program or certificate at another institution(s), provide copies of all planned communication from the institution and the teach-out institution(s) related to the closure. All communication must demonstrate that the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s). Note: This is a rare occurrence.