

**Guidelines and Samples for  
Deactivating and Terminating Academic Degree Programs  
(Substantive Change)  
University of West Georgia**

The University of West Georgia (UWG) is responsible for ensuring students are able to complete their academic degree program of study in the event that the University deems it necessary to deactivate and eventually terminate an academic degree program either due to low enrollment or fiscal issues.

*Per SACSCOC’s statement of good practices when closing a program, “When the decision is made to close an educational program, the institution must make a good faith effort to assist affected students, faculty, administrative and support staff so that they experience a minimal amount of disruption in the pursuit of their course of study or professional careers. In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their programs should be advised by faculty or professional counselors regarding suitable options including transfer to comparable programs.”*

The Substantive Change policy of UWG’s accrediting body, SACSCOC, requires that the Commission on Colleges approve a teach-out plan **prior to** “closing” a degree program. For purposes of these guidelines, “closing” refers to the act of discontinuing the admission of students into the academic degree program of study. Note that while the University System of Georgia Board of Regents (USG BOR) refers to this as “deactivation” whereas SACSCOC refers to it as “closing a program.” The below information outlines the various steps to be taken during the maximum 2-year teach-out phase when a program is deactivated with the USG BOR and slated for termination.

**Academic Degree Programs with No Currently Enrolled Students**

If an academic degree program has no currently enrolled students - as verified by the Registrar - then the program will bypass the deactivation phase and notification will be sent to the USG BOR to immediately terminate the program at the start of the next semester. No new students will be admitted.

**Academic Degree Programs with Currently Enrolled Students**

If an academic program has shown a prolonged decrease in student demand or fiscal related issues then it will undergo an abbreviated comprehensive program review (CPR) in order to determine the overall productivity and costs associated with the program. If, based on the results of the abbreviated CPR, a decision is made to deactivate the program then the deactivation process will be followed.

## **Undergraduate Academic Degree Programs**

### Prospective Students

Immediately suspend admission of new students when a program has been identified for deactivation and eventual termination.

### Currently Enrolled Students with:

*Less than 60 credit hours or not yet admitted to the major:*

- Suspend major declaration and require students to select a different major
- Advise students regarding suitable options for transfer to comparable programs
- Suspend all change of major requests for any program that is selected for deactivation and eventual termination.

*60 or more credit hours and admitted to the major:*

- High priority should be placed on enabling students to complete the degree program
- Programs will provide each student with a prescribed plan for course work during the 2 year teach-out period
- Students who do not complete and/or follow the prescribed teach-out plan will be advised into a different major
- Course offerings will continue for up to a maximum of two years (teach-out period)
- If a course is not offered, the student will be given the option to substitute an equivalent course, take the course as an independent study, or take the course at another accredited institution as a transient student and transfer the credit back to UWG following the process prescribed in the Undergraduate Catalog

### Stop-outs or Readmitted Students:

Students who have stopped taking classes or are seeking readmission into a program that has been designated for deactivation and eventual termination will be evaluated on a case-by-case basis to determine their ability to complete the program within the 2-year teach-out period.

## **Graduate Academic Degree Programs with Enrolled Students**

### Prospective Students:

- Immediately suspend admission of all new students
- Students who have already been offered admission but have not yet enrolled should be notified that they must complete their program of study within the 2-year teach-out period.

### Currently Enrolled Students:

- High priority should be placed on enabling students to complete the degree program
- Programs will provide each student with a prescribed plan for course work during the 2 year teach-out period
- Course offerings will continue for a maximum of two years (teach-out period)
- If a course is not offered, the student will be given the option to substitute an equivalent course, take the course as an independent study, or take the course at

another accredited institution as a transient student and transfer the credit back to UWG following the process prescribed in the Graduate Catalog

Stop-outs or Readmitted Students:

Students who have stopped taking classes or are seeking readmission into a program that has been designated for deactivation and eventual termination will be evaluated on a case-by-case basis to determine their ability to complete the program within the 2-year teach-out period.

**Timeline for Submission of Teach-Out Plan and Deactivation**

The following outlines the timeline for closing (deactivating) an academic degree program:

1. Decision to close academic degree program is made
2. Teach-out plan developed and submitted along with deactivation request in Curriculog.
3. Notification of decision to close and request for approval of teach-out plan (see below) submitted by IEA to SACSCOC once shared governance process is complete.
4. Approval received from SACSCOC. (Please note that it can take *up to six months* to receive approval of teach-out plans from SACSCOC.)
5. Program is deactivated for maximum 2-year period.
6. Program is terminated.

Teach-Out Plans:

**SACSCOC requires all teach-out plans to be approved by the Commission prior to** deactivating an academic degree program. Teach-out plans should be submitted along with the justification for program closure through the established shared governance process. Deactivation can only occur after the University receives approval of the teach-out plan from SACSCOC. Approval of teach-out plans falls under Procedure Three of the SACSCOC Substantive Change Policy, which states:

“A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure (date when new students will no longer be admitted)
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
5. Copies of signed teach-out agreements with other institutions, if any
6. How faculty and staff will be redeployed or helped to find new employment
7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets.

Following review and approval of a teach-out plan that includes a program that is accredited by another accrediting agency, the Commission will notify that accreditor of its approval.”

### **Sample Teach Out Plans**

#### Sample 1 - Undergraduate Program

*Bachelor of Arts with a Major in Mathematics.* Students will no longer be admitted into the program beginning [Term Year]. The academic program of Bachelor of Science with a major in Mathematics will be available to incoming students who wish to major in Mathematics.

There are currently 10 students remaining in the program. Students were notified of the decision to close the program through advising sessions, email notifications, and a posting on the department website. All of the major requirements for the Bachelor of Arts program – MATH 2853, 3003, 3243, and 4983 – are also major requirements for the Bachelor of Science program and hence will be readily available to students completing the B.A. program. In particular, Math 2853 and 3003 will still be offered twice per academic year, and Math 3243 once per year. Math 4983 is a Senior Project course and is available to all majors every semester. The elective courses will continue to be offered at the same rate, as they are either required or elective courses for the B.S. program. There are no additional charges/expenses to students to complete this teach out plan.

*You must also note how faculty and staff were notified of the closure and if they will be adversely impacted by the program closure. If there is an adverse impact, you must explain how faculty and staff will be redeployed or helped to find new employment.*

#### Sample 2 – Undergraduate Program

*Bachelor of Science with a Major in Economics – Secondary Education.* Students will no longer be admitted into the program beginning [Term Year]. The academic programs of Bachelor of Science with a major in Economics, Bachelor of Business Administration with a major in Economics and Bachelor of Arts with a major in International Economic Affairs will be available to incoming students who wish to major in Economics.

There are currently three (3) students remaining in the program. Those students have been notified of the decision to close the program through town hall style meetings, advising sessions, email notifications, and a posting on the department website. All remaining students will have ample opportunity to complete their program of study. All of the major requirements that are taught by the Economics Department for the Bachelor of Science program (ECON 3402, 3410, 3411, and 4484) are also major requirements for the Bachelor of Science in Economics program and hence will be readily available to students. In particular, each course is offered at least once per year. The elective courses will continue to be offered at the same rate, as they are either required or elective courses for the B.S. program. Courses offered by the College of Education in the program (CEPD 4101, MEDT 3401, SPED 3715, SEED 4243 & 4243L, SEED 4271 & 4271L, SEED 4286, and SEED 4289) will continue to be offered either once or twice per year.

There are no additional charges/expenses to students to complete this teach out plan.

*You must also note how faculty and staff were notified of the closure and if they will be adversely impacted by the program closure. If there is an adverse impact, you must explain how faculty and staff will be redeployed or helped to find new employment.*

Sample 3 – Graduate Program

*Master of Business Education.* Students will no longer be admitted into the program beginning [Term Year]. The academic program of Master of Arts in Teaching (MAT) with a certification in Business Education (CIP 13120601) will be available to incoming students.

As of the decision to close, there were twelve (12) students remaining in the program. All students were notified of the decision to close and have received advisement and course substitutions as a phase-out plan to complete the degree. Students will have ample opportunity to complete their program of study as all identified course substitutions will be readily available (please see crosswalk). There are no additional charges/expenses to students to complete this teach out plan.

*You must also note how faculty and staff were notified of the closure and if they will be adversely impacted by the program closure. If there is an adverse impact, you must explain how faculty and staff will be redeployed or helped to find new employment.*

CURRENT COURSE	SUBSTITUTION COURSE
<b>AREA A</b>	
ABED 6100—Strategic Business Communication	N/A
ABED 6106—Evaluation & Testing in Bus. Ed.	MEDT 7476—Assess Lrn in Tech-Enh Instr
ABED 6107—Instructional Strategies for Tech.	MEDT 6401—Media and Technology Or MEDT 7462—Internet Tools, Resources, & Iss
ABED 6128—Instructional Strategies for Bus.	MEDT 7461—Instructional Design
ABED 6146—Supervision and Leadership	**GRADUATE LEVEL BUSINESS COURSE**
ABED 6160—Current Practices in Wrkfrce Dvelpmt	**GRADUATE LEVEL BUSINESS COURSE**
ABED 6183—Research in Business Education	EDRS 6301—Research in Education

ABED 6537—Methods of Teaching Bus. Ed.	**GRADUATE LEVEL BUSINESS COURSE** OR SEED 7266—Advanced Instructional Strategies for 21 <sup>st</sup> Century Classroom
**ELECTIVE**	**GRADUATE LEVEL BUSINESS COURSE**
<b>AREA B</b>	
CEPD 6101—Psychology of Classroom Learning	N/A
SPED 6706—Special Education in Reg. Classroom	N/A OR **GRADUATE LEVEL BUSINESS COURSE**
EDFD 7303—Culture & Society in Education EDFD 7305—History of American Education EDFD 7307—Critical Issues in Education EDFD 7309—Philosophical Foundations of Ed.	N/A OR **GRADUATE LEVEL BUSINESS COURSE**