

Steps to Close a Degree Program Checklist

- Federal regulations stipulate that institutions must notify regional accreditors when a program is planning to close or phase out over time. Before a program stops accepting applications or admission to the program, SACSCOC should be notified by the institution. At the point when a department decides to discontinue a program, the program should submit the change to the Provost's Office. Complete the appropriate form for changes to existing programs in detail, with signatures, and submit to Elizabeth Vogt, Assistant Vice Provost, Accreditation & Institutional Effectiveness in the Office of University Accreditation (UA).
 - The forms are available at: <https://vpaa.unt.edu/curriculum/new-prog-change-exis>
 - Complete sections I – VIII, and XIV

- Once the Provost gives Initial Planning Authority, submit the proposal through Curriculog:
 - The process can be tracked in Curriculog, and will be monitored by the Registrar's Office.
 - After the proposal is approved by the department and dean in Curriculog, it will be placed on the appropriate curriculum committee's agenda, according to program level, with the assistance of the Registrar and the Graduate School (graduate programs only).
 - Closing a degree programs requires approval by the Graduate Council or University Undergraduate Curriculum Committee.
 - Once approved by UUCC/GC, UA will determine how many students are in the program.

- UA works with the department to prepare a teach-out plan for the program, as required by SACSCOC.

- To be approved by SACSCOC, a teach-out plan must include the following information:
 - Date of closure when new students will no longer be admitted or date of last admittance.
 - A final date by which all currently enrolled students should complete the program.
 - An explanation of how affected parties (students, faculty, staff) will be informed of the closure.
 - A plan for how students will be able to complete their programs with minimal disruption.
 - Indicate whether the plan will incur additional charges/expenses to the students, & how they will be notified.
 - Signed copies of teach-out agreements with other institutions (if applicable).
 - How faculty and staff will be redeployed or helped to find new employment.
 - UA reviews the plan and forwards it to the Provost for approval.
 - UA will submit the plan to SACSCOC, and notify the department and administrative offices once a decision is made.

- UA works with the department to prepare the request for the THECB.
 - UA submits the THECB draft to the UNT System for review.
 - UA submits the THECB draft to the Provost for review and final signatures.
 - UA will upload the request to the THECB and will notify the department and UNT administrative offices once a decision is reached.

