Closing A Degree Program at UNT

UNT UNIVERSITY OF NORTH TEXAS

Program Recommends Closing a Program

Department prepares a VPAA form with college-level approvals, and submits to the Provost. Department also works with UA to create a teach-out plan and prepare SACSCOC and THECB documents provided by UA, pending internal approvals. — ⧖ 1 month

Provost Review & Initial Planning Authority — ⧖ 1 month

not approved   *approved*

No Action or Return to Chair

Submit proposal through Curriculog to appropriate curriculum committee — ⧖ 1 month

UUCC or GC Review — ⧖ 1 -2 months

not approved   *approved*

Return to Department

UA sends Department's Teach Out Plan* and SACSCOC Request to Provost — ⧖ 1 month

not approved   *approved*

Return to Department

UA sends request to SACSCOC — ⧖ 6-8 months

not approved   *approved*

Return to Department

UA sends request to THECB — ⧖ 3-4 months

not approved   *approved*

Return to Department

UA sends THECB approval notification letter to the department and affected offices. Degree Inventory Updated. Program initiates teach-out plan and stops admitting students.

IMPORTANT NOTE:
No action can be taken with existing students or the UNT degree inventory until UNT receives affirmative responses from SACSCOC and THECB on closing a program.

⧖ TOTAL TIME: Up to 19 Months

Teach Out Plan Guidelines Per SACSCOC:
 • Date of closure (date last student will complete program within UNT timelines)
• Explanation of how students, faculty and staff will be or were informed of the impending closure
• Explanation of how all affected students will be helped to complete their programs of study with minimal disruption
• Indication of how teach out plan may expose students to additional expenses, and if so, how will students be notified of this
• Signed copies of teach out agreements with other institutions (if any)
• How faculty or staff will be re-deployedd or helped to find new employiment
• Indicate if an instituion will be closed as a result of this decision

v: 4.2.2019 UNT Office of University Accreditation