

1 **Florida State University Policy 9-4**

2 Title of Policy: Policy for Teaching Out When Closing a Branch Campus,  
3 Instructional Site, Degree Program, or Certificate Program  
4 Responsible Executive: Vice President for Faculty Development and Advancement  
5 Approving Official: Provost  
6 Effective Date: April 30, 2013  
7 Revision History: New April 30, 2013

8

9 **I. INTRODUCTION**

10 The decision to close a branch campus, instructional site, degree program, or certificate  
11 program requires substantial planning and careful consultation with all those affected.  
12 Every effort should be made to inform everyone affected as fully as possible about the  
13 conditions leading to a decision of such importance, and all available information should  
14 be shared. As the immediate interests of current students and faculty are most directly  
15 affected, their present and future prospects require sensitive and timely attention and  
16 involvement. The university teach-out policy aims to protect the interests of students and  
17 faculty and to satisfy the requirements established for the university by the Southern  
18 Association of Colleges and Schools, Commission on Colleges (SACSCOC) during this  
19 process.

20

21 **II. POLICY**

22 **A. Definitions**

23 1. *Branch Campus.* A location of an institution that is geographically apart and  
24 independent of the main campus of the institution. A location is independent of the  
25 main campus if the location is (1) permanent in nature; (2) offers courses in  
26 educational programs leading to a degree, certificate, or other recognized educational  
27 credential; (3) has its own faculty and administrative or supervisory organization; and  
28 (4) has its own budgetary and hiring authority. For purposes of the university  
29 substantive change policy, the latest revision of the SACSCOC policy should be used  
30 in preference to the Florida Board of Governors (BOG) Regulation definition in BOG

31 Regulation 8.009 regarding educational sites. In the case of conflict and for purposes  
32 of this policy, the SACSCOC definition shall govern.

33  
34 2. *Instructional Site.* The SACSCOC defines an instructional site as an institutional  
35 location that provides fifty percent or more of at least one program. The Florida BOG  
36 provides a different definition. Namely, BOG Regulation 8.0009 states that an  
37 “instructional site is defined as a temporary instructional unit of a university, apart  
38 from the main campus, that provides a limited range of instructional programs or  
39 courses leading to a college degree, in facilities not owned by the institution.” For  
40 purposes of the teach-out policy, the SACSCOC definition shall govern.

41  
42 3. *Degree Program.* The Florida BOG Regulation 8.011(2) defines a degree program as  
43 an “organized curriculum leading to a degree in an area of study recognized as an  
44 academic discipline by the higher education community, as demonstrated by  
45 assignment of a Classification of Instructional Programs (CIP) code by the National  
46 Center for Educational Statistics or as demonstrated by the existence of similar degree  
47 programs at other colleges and universities.

48  
49 4. *Certificate Program.* Broadly speaking, a certificate is a coherent course of study  
50 leading to the awarding of a credential. A certificate usually has the sense of a  
51 document certifying the status or accomplishments of the bearer or fulfillment of  
52 conditions, which authorize the bearer to act or practice in a specified way, often in  
53 business or professional settings. The university follows state guidelines, specifically  
54 Florida BOG 8.011(7) (b), which defines two types of certificates:

55  
56 a. *A college credit certificate program* is “an organized curriculum of college credit  
57 courses offered as a distinct area of study that leads to specific educational or  
58 occupational goals, and for which the university awards a certificate, diploma, or  
59 similar form of recognition upon completion” [BOG Regulation 8.011 (7)(b)].  
60 SACSCOC Comprehensive Standard 3.4.4 refers to “certificates or other

61 professional education outside a collegiate degree program.” Thus, certificates  
62 should be viewed as professional in nature. Further:

- 63
- 64 1) A college credit certificate is not intended as a degree, but as a supplement to
- 65 a student’s specific educational goals or professional career preparation.
- 66 2) Completion of a college credit certificate generally is related to a specific
- 67 field, and usually associated with a limited set of occupations.
- 68 3) College credit certificates may help prepare students for certain types of
- 69 industry licensing, and to practice in or master technical aspects of an
- 70 occupation.
- 71 4) College credit certificates shall be noted on a student’s transcript as an official
- 72 credential of the university.
- 73 5) College credit certificate programs drawn from the existing approved
- 74 curriculum for a degree program do not require separate approval by
- 75 SACSCOC. However, to offer such a certificate at a new site does require
- 76 notice or approval of the site by SACSCOC.
- 77 6) A college credit certificate that is a significant departure from previously
- 78 approved programs must be noticed or approved in advance by SACSCOC.
- 79

80 b. A non-college-credit certificate is “an organized curriculum of study of any length  
81 that is offered for non-college-credit (as measured through clock hours,  
82 continuing education units, competency exams, etc.), which leads to specific  
83 educational or occupational goals....” [BOG Regulation 8.011 (7)(c)]. Further:

- 84
- 85 1) Those programs of study that do not award credit, such as those offered as
- 86 part of continuing education, may not be termed an undergraduate or graduate
- 87 college-credit certificate.
- 88 2) Non-college-credit certificates will not be noted on transcripts.
- 89 3) Non-college-credit certificates may not bear the official FSU seal.
- 90 4) Non-college-credit certificates may issue a “Recognition of Completion”
- 91 document.

- 92 5. *Educational Program*. A degree program or college credit certificate program.  
93
- 94 6. *Date of program termination*. The date on which the educational program is closed  
95 permanently to admissions.  
96
- 97 7. *Date of program closure*. The date on which the last student in teach-out has  
98 completed the educational program.  
99
- 100 8. *Program Suspension*. A degree program that is temporarily not accepting new  
101 admissions and is placed on inactive status on the degree program inventory  
102 maintained by the Office of Institutional Research, following notification by the Dean  
103 to the Vice President of Faculty Development and Advancement. A program may be  
104 temporary suspended for a period not to exceed 2 academic years to allow for  
105 academically necessary reviews and/or revisions, in order to address issues such as  
106 curriculum revision, faculty recruitment, or enrollment problems. Graduate programs  
107 that may need to be temporarily suspended for longer than 2 years must request  
108 permission to do so through the Office of Faculty Development and Advancement.  
109 The President may reactivate a temporarily suspended program on approval by the  
110 Board of Trustees. A program shall not be temporarily suspended if it adversely  
111 affects any faculty members or students associated with or enrolled in the program.  
112
- 113 9. *Notification*. A letter from an institution's chief executive officer, or his/her  
114 designated representative, to SACSCOC President summarizing a proposed change,  
115 providing the intended implementation date, and listing the complete physical  
116 address, if the change involves the termination of an off-campus site or branch  
117 campus. The policy and procedures for reporting and review of institutional  
118 substantive change are outlined in the document Substantive Change for Accredited  
119 Institutions of the Commission on Colleges and the University Substantive Change  
120 Policy.  
121

122 10. *SACS Accreditation Liaison*. The individual at the institution who is responsible for  
123 ensuring the timely submission of annual institutional profiles and other reports as  
124 requested by the Commission in the years between accreditation. With the Chief  
125 Executive Officer and the Vice President for Faculty Development and Advancement,  
126 the Accreditation Liaison is responsible for the accuracy of all information submitted  
127 to the Commission and for ensuring ongoing compliance with Commission standards,  
128 policies, and procedures beyond reaffirmation. During the Reaffirmation Cycle, the  
129 Liaison serves on the SACSCOC Reaffirmation Leadership Team and oversees all  
130 staffing aspects of the Reaffirmation process.

131  
132 11. *Teach-Out Plan*. The written plan and subsequent process by which the University  
133 provides instructional and academic support services to students enrolled at a site that  
134 has been closed and/or in an educational program that has been discontinued. The  
135 teach-out process often extends well beyond the termination date (the date on which  
136 the site or program is closed permanently to admissions) to allow time for enrolled  
137 students to complete their programs in a reasonable amount of time. The plan must  
138 provide for the equitable treatment of students if an institution, or an institutional  
139 location that provides fifty percent or more of at least one program, ceases to operate  
140 before all students have completed their program of study. The plan may include a  
141 teach-out agreement between institutions.

142  
143 12. *Teach-Out Agreement*. A written agreement between accredited institutions that  
144 provides for the equitable treatment of students if one of those institutions stops  
145 offering an educational program before all students enrolled in that program complete  
146 the program.

## 147 148 **B. Policy**

- 149 1. In accordance with Federal regulations, the University is required to submit a teach-  
150 out plan to SACSCOC for approval if any of the following occurs:
  - 151 a. The institution notifies the Commission that it intends to cease operations entirely  
152 or close a location that provides at least 50% of at least one educational program.

- 153           b. The Commission terminates accreditation or the candidacy of an institution.  
154           c. The USDOE notifies the Commission that it has initiated an emergency action  
155           against an institution or an action to limit, suspend, or terminate an institution  
156           participating in any Title IV, Higher Education Act program.  
157           d. A State Licensing or authorizing agency notifies the Commission that an  
158           institution’s license or legal authorization to provide an educational program has  
159           been or will be revoked.

160

161           More specifically, if the University decides to close an educational program, approved  
162           instructional site, branch campus, or the entire institution, SACSCOC requires that the  
163           University choose one of the following options:

164

- 165           e. Execute a Teach-Out Plan. The teach-out option occurs when the institution  
166           “teaches out” currently enrolled students; no longer permanently admits students  
167           to programs; and terminates the educational program, the operations of an  
168           approved instructional site or a branch campus, or the operations of an institution.  
169           f. Develop and implement a Teach-Out Agreement. The teach-out agreement  
170           option occurs when the institution enters into a contract with another institution or  
171           organization to teach out the educational programs or program.

172

173           2. Teach-out plans and teach-out agreements must be approved by SACSCOC in  
174           advance of implementation. To be approved, a teach-out plan must include the  
175           following information:

176

- 177           a. Dates of termination and closure;  
178           b. An explanation of how affected parties (students, faculty, staff) will be informed  
179           of the impending closure;  
180           c. An explanation of how students will be helped to complete their programs of  
181           study with minimal disruption or additional expense;  
182           d. Signed copies of teach-out agreements with other institutions, if any;  
183           e. How faculty and staff will be redeployed or helped to find new employment; and

- 184 f. If closing an institution, arrangement for the storing of student records,  
185 disposition of final financial resources and other assets.

186  
187 The teach-out plan should make appropriate distinctions between undergraduate and  
188 graduate students as well as between prospective and currently enrolled students. The  
189 teach-out period and teach-out plan will vary by branch campus, instructional site, or  
190 degree program and must be determined and approved in advance at all required levels,  
191 as specified in “Section D. Responsibilities” below.

192  
193 As soon as the decision to close is made, the institution should provide to SACSCOC: (1)  
194 notification of the intended closing of a program, site, branch campus, or institution and  
195 (2) a teach-out plan for approval (including any teach-out agreements with other  
196 institutions).

197  
198 SACSCOC may request additional information for the teach-out plan before approving  
199 the teach-out plan.

### 200 3. *Affected Groups*

- 201 a. *Prospective undergraduate students* with active applications awaiting admission  
202 decisions to an affected branch campus, instructional site, or degree program  
203 should be immediately advised to seek alternative majors by the appropriate unit,  
204 generally the academic department or program. Prospective students should be  
205 given as much time as practicable to seek alternative majors. The academic  
206 department or program also should immediately suspend admission of new  
207 students.  
208

- 209  
210 b. *Currently enrolled undergraduate students who have fewer than 60 credit hours*  
211 in a terminated degree branch campus, instructional site, or degree program, after  
212 consideration of their circumstances and potential impacts of University actions  
213 on such students, should be immediately suspended from certification into a  
214 terminated upper division program and be required to select a different major.

215 Departmental faculty or staff should advise such students regarding appropriate  
216 options.

217

218 c. *Currently enrolled students in a degree program at the upper division level who*  
219 *have 60 or more credit hours applicable to the major* in their program of study  
220 should be given a high priority in University efforts to enable them complete their  
221 degree programs. An academic plan should be developed for each student that  
222 enables him/her to complete the curricular program requirements within the teach-  
223 out period. Students should expect to take a sufficient number of courses each  
224 semester, including summers, to enable them to complete all requirements within  
225 the teach-out period. The teach-out period, typically, will continue for no more  
226 than two academic years following the date on which the notice of termination is  
227 given to students. Programs, on a case-by-case basis, will determine the  
228 necessary length of a teach-out program. Students who do not make adequate  
229 progress on their academic plan for teach-out will be advised into another major.  
230 If a course required for the degree is not offered in the teach-out period, students  
231 may make arrangements, with the department's consent, to take the course at  
232 another institution as a transient student and transfer the credit, or to arrange with  
233 the department to complete the requirements in some other academically  
234 appropriate fashion. Students are required to have ongoing contact with their  
235 academic advisors during the teach-out period to ensure that their academic plans  
236 are current and consistent with the projected course offerings.

237

238 d. *Prospective graduate students* are those with active applications awaiting  
239 admission decisions to an affected branch campus, instructional site, or degree  
240 program. As soon as the decision to terminate is made, the appropriate unit,  
241 generally an academic department or program, should immediately suspend  
242 admission of new students and advise students who have already been offered  
243 admission that they must complete the degree program within a teach-out period.  
244 The graduate degree must be completed within the teach-out period. Such



245 students must meet the minimum credit hour requirements for the degree; the  
246 composition of their relevant committees must meet university standards.

247

248 e. *Graduate students currently enrolled* in a terminated branch campus, instructional  
249 site, or degree program should be given an opportunity to complete their degree  
250 programs. Departments and programs should work with such students to develop  
251 a strategy for completion within the teach-out period. The graduate degree must  
252 be completed within the teach-out period. Programs should be as flexible as  
253 possible in facilitating and allowing currently enrolled graduate students to  
254 complete their degree program. Such students must meet the minimum credit  
255 hour requirements for the degree; the composition of their relevant committees  
256 must meet university standards.

257

258 f. *Undergraduate and graduate students previously admitted* into a terminated  
259 educational branch campus, instructional site, or degree program who are not  
260 currently enrolled shall have their requests for readmission made on a case-by-  
261 case basis. At a minimum, the decision to readmit shall consider the ability of the  
262 student to complete the program within the teach-out period, the ability of the  
263 department or program to offer needed courses within the teach-out period, and  
264 the student's previous performance within the terminated educational program.

265

266 g. Undergraduate and graduate students currently enrolled in a *terminated certificate*  
267 *program* should be given an opportunity to complete their certificate.

268 Departments and programs should work with such students to develop a strategy  
269 for completion within the teach-out period. Students should expect to take a  
270 sufficient number of courses each semester, including summers, to enable them to  
271 complete all requirements within the teach-out period. The teach-out period will  
272 continue for no more than two academic years following the date on which the  
273 notice of termination is given to students. The teach-out period will vary by  
274 certificate program and must be determined by the department and college with  
275 approval of the Vice President for Faculty Development and Advancement. The

276 certificate must be completed within the teach-out period. Such students must  
277 meet the minimum credit hour requirements for the certificate.

278  
279 h. *Faculty* should be involved in and informed of plans to terminate a branch  
280 campus, instructional site, or degree program at the earliest possible stage of  
281 consideration. Faculty shall be informed of any potential layoff considerations  
282 covered by the University Faculty Collective Bargaining Agreement at the earliest  
283 possible stage of consideration and be kept apprised of recommendations  
284 forwarded to the University Board of Trustees or Florida Board of Governors  
285 regarding plans to terminate a branch campus, instructional site, degree program,  
286 or certificate program.

287  
288 **C. Responsibilities**

289 1. *The Dean* (and relevant Department Chair) whose scope of authority involves an  
290 educational program, site, or branch being considered for termination shall inform  
291 and involve affected faculty and students at the earliest possible stage of  
292 consideration. Once the decision to pursue closure of an educational program, site, or  
293 branch has been made, the Dean shall forward a proposal to the Vice President for  
294 Faculty Development and Advancement, which must be consistent with and allow for  
295 the reporting timelines required by the SACSCOC as reflected in University  
296 Substantive Change Policy. (See Appendix A “A Summary of Implementation Plan  
297 for Sample Program Termination.”) The proposal should be developed with the  
298 involvement of faculty and students as possible and should outline the:

- 299  
300 a. Nature of the program,  
301 b. Reasons for termination,  
302 c. Number of students currently enrolled,  
303 d. Progression statistics of students in the program,  
304 e. Resources used to offer the program,  
305 f. Financial savings, if any, realized from the termination,

- 306 g. Explanation of how any students enrolled in the program will be helped to
- 307 complete their program,
- 308 h. Assessment of whether any faculty will be adversely affected by termination, and
- 309 i. Explanation of how affected individuals will be informed of the planned
- 310 termination.

311

312 The Dean should be available to brief the Vice President, the Provost, and the SACS  
313 Accreditation Liaison of the pending decision. The Vice President will work with the  
314 Dean and Provost to develop and coordinate presentations on the proposal to the  
315 President’s Cabinet and the University Board of Trustees. Once both bodies have  
316 approved requests for approval of termination of the program, site, or branch, the  
317 Dean shall insure the SACS Accreditation Liaison is notified and the Liaison provides  
318 appropriate notification of SACSCOC.

319

320 The Dean and Chair shall work with the SACS Accreditation Liaison to develop a  
321 teach-out plan (see Appendix B, “Teach-Out Academic Plan”), and implement the  
322 notification elements of the plan for students and faculty. Appendix C provides a  
323 general summary used to brief faculty and students as “Student and Faculty General  
324 Communication Summary.” Both current and prospective students should be notified  
325 as soon as practicable (see Appendix D “Sample Current Student Notification” and  
326 Appendix E, “Sample Not Formally Admitted and Transfer Student Notification  
327 Letter”). The Dean is responsible for on-going monitoring and reporting on  
328 implementation of the teach-out plans. A monitoring report should be used to provide  
329 periodic reports to the Vice President for Faculty Development and Advancement,  
330 SACS Accreditation Liaison, and the Provost on the status of the teach-out. The  
331 monitoring report shall also be used to advise students of their progress in the teach-  
332 out. See Appendix F, “Sample Program Monitoring Report.”

333

334 2. *The Vice President for Faculty Development and Advancement* shall review the initial  
335 proposal to terminate an educational program, site or branch forwarded by a relevant  
336 Dean. The Vice President will determine whether any faculty will be adversely

337 affected by termination, and act to implement provisions in the University Collective  
338 Bargaining Agreement. The Vice President, working with the SACS Accreditation  
339 Liaison, will check all information forwarded by the Dean for accuracy and  
340 sufficiency. The Vice President shall notify the Provost and help facilitate the  
341 Provost's presentation on the substantive change to the President's Cabinet. The Vice  
342 President will work with the Provost to develop and coordinate presentations on the  
343 proposal to the University Board of Trustees. Once the President's Cabinet and the  
344 University Board of Trustees have approved termination of the program, the Vice  
345 President will determine if subsequent action is required by the Florida Board of  
346 Governors, and shall insure that the Dean and the SACS Accreditation Liaison are  
347 informed of the decision, in order that appropriate notification of SACSCOC is  
348 initiated. The Vice President will work with the Dean and SACS Accreditation  
349 Liaison on any implications of the termination that affect faculty, students, or  
350 equipment.

351  
352 3. *The Provost* will insure the proposal for termination is brought forward for discussion  
353 by the President's Cabinet. The Provost will develop and coordinate presentations on  
354 the proposal to the University Board of Trustees and work with the relevant Dean and  
355 Vice President to insure all affected parties are notified of the pending decision. The  
356 affected parties must include the faculty, students, the Dean of Undergraduate  
357 Studies, the Dean of the Graduate School, the Registrar, the Office of Admissions,  
358 and the Office of Institutional Research. Once the President's Cabinet and the  
359 University Board of Trustees have approved termination of the program, the Provost  
360 will be updated periodically by the Vice President for Faculty Development and  
361 Advancement and SACS Accreditation Liaison on the notification and approval  
362 process, and will receive periodic updates from the Vice President, SACS  
363 Accreditation Liaison and relevant Dean on the implementation of the teach-out plan  
364 and ramifications associated with terminations involving instructional sites or branch  
365 campuses.

366 4. *The Office of Institutional Research* shall be notified by the SACS Accreditation  
367 Liaison of decisions by SACCOG regarding termination of an educational program,

368 site, or branch. The Office will in turn notify and coordinate with the University  
369 Registrar to effect appropriate changes in university records. The Office will  
370 maintain records that note both the date of termination and date of closure. The  
371 Office also will maintain records on program suspensions as notified by the Vice  
372 President for Faculty Development and Advancement.

373

374 5. *The Vice President for Planning and Programs* will receive notice of approved  
375 terminations involving educational programs from the Office of Institutional  
376 Research and work with staff of the Florida Board of Governors to change the  
377 schedule of required program evaluations. Such changes will be reflected on the  
378 Quality Enhancement Review web site.

379

380 6. *The SACS Accreditation Liaison* will be informed by the Vice President for Faculty  
381 Development and Advancement of pending decisions to consider termination of an  
382 educational program, site, or branch. Once the President's Cabinet and the University  
383 Board of Trustees have approved a proposal for termination *at a date conditional*  
384 *upon SACS notification and approval*, the SACS Accreditation Liaison will work  
385 with the appropriate Chair and/or Dean to insure the materials needed for notification  
386 and approval by SACSCOC are developed. The SACS Accreditation Liaison will  
387 notify SACSCOC promptly of the proposal to terminate and upon receipt of approval  
388 by SACSCOC, will communicate with the Office of Institutional Research, the Vice  
389 President for Faculty Development and Advancement, and the Provost. The SACS  
390 Accreditation Liaison will maintain a record of the SACSCOC approval and  
391 coordinate with the Vice President and the relevant Dean to receive on-going updates  
392 on the status of the teach-out or termination of instructional sites or branches. The  
393 SACS Accreditation Liaison and the Vice President for Faculty Development and  
394 Advancement will notify the Provost of any difficulties encountered in  
395 implementation of the teach-out plan or termination of instructional sites and  
396 branches.

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398

399 **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

400 The Florida State University Constitution (FSU Regulation 1.004) grants the Faculty Senate  
401 authority to “determine and define University-wide policies on academic matters.” The Faculty  
402 Senate has approved this policy.

403  
404 The Vice President for Faculty Development and Advancement shall be responsible for periodic  
405 review and of this policy and for suggesting any necessary revisions to both the Faculty Senate  
406 and the Provost for their approval.

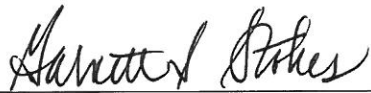
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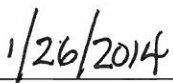
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Garnett S. Stokes, Provost

  
\_\_\_\_\_  
Date

412 **Appendix A**

413 **Summary of Implementation Plan for Sample Program Termination**

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**Time Period**

**Action**

BOT approval of program termination

DOTF notify BOG of Termination

**Feb – March 20xx**

Department advises affected undergraduate students with less than 60 credit hours into other majors; contacts and counsels admitted transfer students regarding the terminated program.

**Feb – March 20xx**

Chair and Dean Develop Teach-Out Plan

**Feb 20xx – April 20xx**

1. Chair sends letters by email to all affected students eligible for teach-out of terminated programs. Students asked to bring signed letter to departmental advisor.
2. Provide list of students contacted to Provost and academic advisors.
3. Continuous communication until all students contacted and individual academic maps developed.

**March – April 20xx**

Develop monitoring process to be implemented by Dean beginning date certain with regular monitoring reports to include:

- Numbers, names of students in teach-out
- Confirmation of affected students receiving letters, advising, individualized academic plans

Progress of students in the teach-out phase

**April 20xx**

Department provides individualized academic maps to affected students and distributes answers to Frequently Asked Questions (e.g., completion of “I” grades, status of part-time students, readmission possibilities)

**April 20xx**

Dean oversees collection and filing of student acknowledgement of termination letters.

442 College of terminated program notifies any appropriate national  
443 disciplinary accrediting body.  
444 Campus SACS Liaison notifies SACSCOC.  
445 SACSCOC Provides approval of termination.  
446 **July 20xx – May 20xx** Beginning July 20xx, Dean provides semester monitoring reports  
447 to SACS Liaison regarding students involved in the Teach-Out  
448 Plan.



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**Appendix B**  
**Teach-Out Academic Plan**

**Department**

**Termination**

**Required Course During Teach Out Period – Fall 20xx - Spring 20xx**

<b>Course</b>	<b>Fall 20xx</b>	<b>Spring 20xx</b>	<b>Fall 20xx</b>	<b>Spring 20xx</b>
Sample Required course 1	2 sections (Instructor1 and TBA)	1 section (Instructor1)	1 section (TBA)	Not offered
Sample Required course 2	1 section (Instructor2)	1-2 sections (Instructor2, Instructor3)	1 section (Instructor2)	1-2 sections (Instructor2, Instructor3)
Sample Required course 3	1 section (Instructor3)	1 section (TBA)	1 section (Instructor3)	1 section (TBA)
Sample Required course 4	Another Course (Instructor4)	Another Course (Instructor4)	Another Course (Instructor4)	Another Course (Instructor4)
Sample Required course 5	1 section (Instructor 5)	1 section (Instructor3)	1 section (Instructor 5)	1 section (Instructor3)
Sample Required course 6	Not offered	1 section (Instructor3)	1 section (Instructor3)	1 section (Instructor3)
Thesis Project/ Practicum (for graduating seniors)	1 section (Instructor 6)	1 section (Instructor 7)	1 section (Instructor 6)	1 section (Instructor 7)

454 (Note: Parenthetical information indicates tentative faculty assignments as of March 20xx)

455 **Appendix C**

456 **Sample**

457 **Program Termination**

458 **Student and Faculty General Communication Summary**

459

460 Currently Enrolled Students

461 At the time the decision was made to terminate the sample program, 20 students were enrolled.  
462 An additional 12 were admitted, as planned, during spring 20xx. This admission brought the  
463 total number of students enrolled in the program to 32. 17 of those students are on track to  
464 graduate at the end of spring example year. As a result, 15 students are directly impacted by the  
465 decision. The Monitoring Report attached has the information on those students.

466

467 Each of these students was notified of the change and has been in for advising and conversations  
468 regarding their ability to complete the program. All of the students are expected to complete the  
469 program no later than spring 20xx. Because the Department will continue to offer the majority  
470 of courses traditionally required for the terminated degree program and is committed to  
471 completing these 15 students, no formal academic map was initially developed for these  
472 students. In light of the SACSCOC requirements, the department is contacting each of the  
473 students and asking them to come in to sign the letter below and to develop a formal academic  
474 map. These academic maps will be kept on file by the departmental advisor and utilized to: 1)  
475 advise the students each semester, 2) track the Teach-Out Plan, and 3) prepare the monitoring  
476 report. It is anticipated that these sessions will be completed by April 20xx.

477

478 Not-Formally-Admitted and Transfer Students

479 At the time, the decision was made to terminate the program, 110 students were designated as  
480 NFA, in the sample program. These students received the attached letter and were invited to  
481 meet with the departmental advisor to answer any questions. These students have been moved to  
482 the NFA in another sample program and are being advised on the application and admissions  
483 process of the other sample program.

484

485 Additionally, the Department has been in touch with Undergraduate Admission regarding  
486 transfer students. Contact information for admitted students interested in the program to be  
487 terminated is to be sent to the department and the attached letter forwarded to them.

488

489 Overall Student Communication

490 The Department created a FAQ site to address student concerns. The site can be found at:  
491 <http://sample.fsu.edu/Undergraduate/example>.

492

493 For information purposes, all students in the Department were notified of the programmatic  
494 change.

495

496 The Department has been in touch with the Division of Undergraduate Studies to make sure that  
497 the Program Guide and Academic Map were updated to indicate that the program was being  
498 terminated.

499 **Appendix D**

500 **Sample**

501 **“Current Student Notification”**

502

503 Subject: Current Student Notification

504

505 Dear:

506

507 As you know, the Department plans on merging the sample program into another program and  
508 implementing a new emphasis. The faculty determined that the degree title did not accurately  
509 reflect the course offerings, a finding echoed during the recent reaccreditation findings. The  
510 Florida State University Board of Trustees approved terminating the sample program on date  
511 certain. We regret that it is therefore no longer possible to continue admitting students and  
512 offering this program in the future. The University is committed to enabling you and other  
513 students already in the program the opportunity to complete the program and obtain your Florida  
514 State University degree. The program will have a teach-out period of two years, ending in  
515 Spring date certain, to enable you to complete the program requirements and graduate.

516

517 The teach-out will work in the following fashion: The current program and all of the courses  
518 will be offered until Spring date certain, at which time the degree will no longer be available. If  
519 you desire to earn this degree, it is your responsibility to complete a sufficient number of  
520 required courses each semester to enable you to complete the program in the time allotted. Ms.  
521 X, the Department Advisor, will assist you with identifying comparable programs to which you  
522 may wish to transfer, in the event you cannot complete the program at FSU during the teach-out  
523 period. The Department has developed an FAQ resource regarding the program merger. It can  
524 be found at <http://sample.fsu.edu/Undergraduate/example>.

525

526 We ask that you work closely with staff, your advisor and program faculty to ensure you are  
527 aware of all program requirements and the availability of required courses. You will be provided  
528 an academic plan that if followed, will enable you to complete the degree program within the  
529 teach-out period. The University wants to insure that the time, effort and resources you have

530 already devoted to your FSU education produce the results you want. We are committed to  
531 serving you and helping you complete your degree.

532

533 Sincerely,

534

535 XXX, Dean

536

537 I have received and read the above letter.

538

539

540

541

542 \_\_\_\_\_  
Student signature

\_\_\_\_\_ Date

543 **Appendix E**

544 **Sample**

545 **“Not Formally Admitted and Transfer Student Notification Letter”**

546

547 Subject: Not Formally Admitted and Transfer Student Notification Letter

548

549 Dear Mr. x,

550

551 Thank you for your interest in our sample program at Florida State University. We are very  
552 excited about some new opportunities and changes on our horizon, and we want to share our  
553 vision with you as you consider your decision to study at FSU.

554

555 The Department is in the process of merging the sample program. We will offer a BA another  
556 program, and we are now incorporating the new program into our course catalogue, comprised of  
557 continuing and new courses.

558

559 *[Explanation of why the change is being made and possibilities available for the student.]*

560

561 If you have any questions about this transition, please contact our Academic Advisor or me. We  
562 will be more than happy to answer your questions.

563

564 Thank you, and we look forward to an exciting new year!

565

566

567 Sincerely,

568

569 XXXXX

570

571 Chair

572 Department

573 College

574

Appendix F

575

Sample Program Monitoring Report\*

576

577 College:

Dean:

578

Academic Degree Program:

Degree Level of Program:

579

Number of Students Still Enrolled in Program:

Total Credit Hours Required in Program:

580

Date of this report

Individual Completing the Report

Student #	Student name	Number of Program SCH Earned as of July 1, 2012	Number of Credit Hours Earned	Program termination letters sent	Signed Response from Student	Academic Map provided to Student	Last Semester of Student's Enrollment	Date Student Completed Requirements or Other Actions regarding the student
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

581