Process for Closing a Site

Conceptual Approval by Leadership
- Initiator Notifies administrative units
- For on-base sites, notify ESO of our intent to request closure with SACSCOC

Receipt of memo or letter approving closure, IRPE Submits:
- Helpdesk ticket for removal in Active Admissions
- Request to remove location code assigned to program codes

Students in teach-out identified

APA form
Documents Required:
- Memo or letter concerning the closure
- Teach-Out form
- Catalog Change
- DRAFT notification letters to faculty & students

Approvals required by following units:
- Department Chair/School Director
- College Curriculum Committee
- College Dean
- Associate Provost
- SVC Academic Affairs

Clean-up of student records based on Teach-out Plan
- US Department of Education
- National Student Clearinghouse
- State Agencies
- DoD MOU, if needed
- Military Installation ESOs, if needed
- Specialized Accreditation, if needed

College informs
- Faculty advisors /counselors
- Students