

# SACSCOC Substantive Change Requirements

The following procedures are established to identify and track programmatic changes requiring notification to and/or approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The University of West Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Baccalaureate, Master's, Specialist, and Doctor of Education degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of West Florida.

As a member institution, UWF is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

Failure to comply with the [Substantive Change Policy](#) of SACSCOC can result in serious consequences that include suspending the activity until the Commission's approval is received, requiring the University to refund federal financial aid dispersed to students, placing the University on sanction, or removing the University's accreditation entirely.

**NOTE: ALL INSTITUTIONAL COMMUNICATION WITH AND REPORTING TO THE COMMISSION—INCLUDING ALL COMMUNICATION AND REPORTING OF SUBSTANTIVE CHANGE—MUST BE CARRIED OUT BY THE UWF SACSCOC LIAISON (I.E., PROVOST) OR THE UWF PRESIDENT.**

\*\*\*\*\*

## Contents

- 1) Initiating coursework or programs at a different level than currently approved (UWF is currently approved to award associate, baccalaureate, master's, specialist, and Doctor of Education degrees)
- 2) Expanding at current degree level with significant departure from current programs (e.g., number of faculty, new courses, learning resources, equipment and facilities, and other funded requirements)
- 3) Expanding at current degree level without significant departure from current programs
- 4) Initiating a branch campus
- 5) Initiating a certificate program at an employer's request and on short notice—using existing approved courses
- 6) Initiating a certificate program at employer's request and on short notice—at a new off-campus site (previously approved program)
- 7) Initiating a certificate program at employer's request and on short notice that is a significant departure<sup>1</sup> from previously approved programs
- 8) Initiating other certificate program using existing approved courses
- 9) Initiating other certificate program at a new off-campus site (previously approved program)

- 10) Initiating other certificate program that is a significant departure from previously approved programs
- 11) Initiating joint degrees with an institution accredited by SACSCOC
- 12) Initiating joint degrees with an institution not accredited by SACSCOC
- 13) Initiating dual degree programs
- 14) Initiating off-campus sites—student can obtain 50% or more of credits toward program
- 15) Initiating off-campus sites—student can obtain 25%-49% of credits toward program
- 16) Initiating off-campus sites—student can obtain fewer than 25% of credits toward program
- 17) Expanding program offerings at a previously approved off-campus site—adding programs that are significantly different from current programs at that site (but currently offered on the main campus)
- 18) Expanding program offerings at a previously approved off-campus site—programs that are not significantly different from current programs at that site (but currently offered on the main campus)
- 19) Initiating programs or courses offered through contractual agreement or consortium (does not apply to articulation agreements with other institutions, clinical agreements, or internship agreements, which do not require notification or approval)
- 20) Entering into a contract with an entity not certified to participate in USDOE Title IV programs—if the entity provides 25% or more of an educational program offered by the institution
- 21) Entering into a contract with an entity not certified to participate in USDOE Title IV programs—if the entity provides less than 25% of an educational program offered by the institution
- 22) Relocating a main or branch campus
- 23) Changing from clock hours to credit hours
- 24) Moving an off-campus instructional site (serving the same geographic area)
- 25) Altering significantly the length of a program (changes in program length with a noticeable impact on completion time)
- 26) Initiating degree completion programs
- 27) Closing a program—with internal teach-out protocol
- 28) Institution contracts with another institution to teach-out students (teach-out agreement)
- 29) Acquiring any program or site from another institution
- 30) Adding a permanent site at a site where the institution is conducting a teach-out for students from another institution that is closing

**1. Initiating coursework or programs at a different level than currently approved (UWF is currently approved to award associate, baccalaureate, master's, specialist, and Doctor of Education degrees)**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Application for Level Change</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**2. Expanding at current degree level with significant departure from current programs (e.g., number of faculty, new courses, learning resources, equipment and facilities, and other funded requirements)**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**3. Expanding at current degree level without significant departure from current programs**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
No	No	NA	NA	NA	NA

#### 4. Initiating a branch campus

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Provost	Dean and/or School Director, Department Chair, Program Coordinator

#### 5. Initiating a certificate program at an employer's request and on short notice—using existing approved courses

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
No	No	NA	NA	NA	NA

#### 6. Initiating a certificate program at employer's request and on short notice—at a new off-campus site (previously approved program)

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	Yes	Modified Prospectus (see definition below)	6 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

#### 7. Initiating a certificate program at employer's request and on short notice that is a significant departure from previously approved programs

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>

Yes	Yes	Modified Prospectus (see definition below)	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator
-----	-----	--	---------------------	--------------------	--

### 8. Initiating other certificate program using existing approved courses

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
No	No	NA	NA	NA	NA

### 9. Initiating other certificate program at a new off-campus site (previously approved program)

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

### 10. Initiating other certificate program that is a significant departure from previously approved programs

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**11. Initiating joint degrees with an institution accredited by SACSCOC**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	No	Copy of signed agreement and contact information for each institution	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**12. Initiating joint degrees with an institution not accredited by SACSCOC**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**13. Initiating dual degree programs**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>SACSCOC Documentation Prepared by which UWF Official</i>
Yes	No	Copy of signed agreement and contact information for each institution	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**14. Initiating off-campus sites—student can obtain 50% or more of credits toward program**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**15. Initiating off-campus sites—student can obtain 25%-49% of credits toward program**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	<a href="#">Letter of Notification</a>	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**16. Initiating off-campus sites—student can obtain fewer than 25% of credits toward program**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
No	No	NA	NA	NA	NA

**17. Expanding program offerings at a previously approved off-campus site—adding programs that are significantly different from current programs at that site (but currently offered on the main campus)**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	<a href="#">Letter of Notification</a>	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**18. Expanding program offerings at a previously approved off-campus site—programs that are not significantly different from current programs at that site (but currently offered on the main campus)**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
No	No	NA	NA	NA	NA

**19. Initiating programs or courses offered through contractual agreement or consortium (does not apply to articulation agreements with other institutions, clinical agreements, or internship agreements, which do not require notification or approval)**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	<a href="#">Letter of Notification</a> and copy of signed agreement	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator



**20. Entering into a contract with an entity not certified to participate in USDOE Title IV programs—if the entity provides 25% or more of an educational program offered by the institution**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**21. Entering into a contract with an entity not certified to participate in USDOE Title IV programs—if the entity provides less than 25% of an educational program offered by the institution**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	Copy of the signed agreement	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

**22. Relocating a main or branch campus**

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

### 23. Changing from clock hours to credit hours

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
No	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

### 24. Moving an off-campus instructional site (serving the same geographic area)

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	<a href="#">Letter of Notification</a> with new address and starting date	3 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

### 25. Altering significantly the length of a program (changes in program length with a noticeable impact on completion time)

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

## 26. Initiating degree completion programs

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	<a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

## 27. Closing a program—with internal teach-out protocol

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	Description of the <a href="#">teach-out plan</a> included with the <a href="#">Letter of Notification</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

## 28. Institution contracts with another institution to teach-out students (teach-out agreement)

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	Yes	Description of <a href="#">teach-out plan</a> , copy of signed <a href="#">teach-out agreement</a> detailing terms included with <a href="#">Letter of Notification</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

## 29. Acquiring any program or site from another institution

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	<a href="#">Letter of Notification</a> in advance of Prospectus; <a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

## 30. Adding a permanent site at a site where the institution is conducting a teach-out for students from another institution that is closing

<i>Prior Notification to SACSCOC Required</i>	<i>Prior Approval by SACSCOC Required</i>	<i>Documentation Required by SACSCOC</i>	<i>Time Lines for Contacting UWF's Provost's Office</i>	<i>Change is Reported to UWF's SACSCOC Liaison by</i>	<i>Documentation Prepared by which UWF Official</i>
Yes	No	<a href="#">Letter of Notification</a> in advance of Prospectus; <a href="#">Prospectus</a>	9 months in advance	Dean (or designee)	Dean and/or School Director, Department Chair, Program Coordinator

\*\*\*\*\*

## SACSCOC Substantive Change Definitions

**Branch Campus:** A location of an institution that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location is

- 1) permanent in nature
- 2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential
- 3) has its own faculty and administrative or supervisory organization and
- 4) has its own budgetary and hiring authority

**Consortial Relationship:** Typically is one in which two or more institutions share in the responsibility of developing and delivering courses and programs that meet mutually agreed upon standards of academic quality.

**Contractual Agreement:** Typically is one in which an institution enters an agreement for receipt of courses/programs or portions of courses or programs (i.e., clinical training internships, etc.) delivered by another institution or service provider.

**Correspondence Education:** A formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

**Degree completion program:** A program typically designed for a non-traditional undergraduate population such as working adults who have completed some college-level course work but have not achieved a baccalaureate degree. Students in such programs may transfer in credit from courses taken previously and may receive credit for experiential learning. Courses in degree completion programs are often offered in an accelerated format or meet during evening and weekend hours, or may be offered via distance learning technologies.

**Distance Education:** A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the Internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

**Dual degree:** Separate program completion credentials, each of which bears only the name, seal, and signature of the institution awarding the degree to the student.

**Educational program:** A coherent course of study leading to the awarding of a credential (i.e., a degree, diploma or certificate).

**Geographically separate:** An instructional site or branch campus that is located physically apart from the main campus of the institution.

**Joint degree:** A single program completion credential bearing the names, seals, and signatures of each of the two or more institutions awarding the degree to the student.

**Modified prospectus:** A prospectus submitted in lieu of a full prospectus for certain designated substantive changes. When a modified prospectus is acceptable, the Commission specifies requested information from the institution.

**Notification:** A letter from an institution's chief executive officer, or his/her designated representative, to SACSCOC President summarizing a proposed change, providing the intended implementation date, and listing the complete physical address if the change involves the initiation of an off-campus site or branch campus. The policy and procedures for reporting and review of institutional substantive change are outlined in the document "Substantive Change for Accredited Institutions of the Commission on Colleges."

**Significant departure:** A program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a “significant departure,” it is helpful to consider the following questions:

- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses will be required?
- Will a significant number of new faculty members will be required?
- Will significant additional library/learning resources be needed?

**Teach-out agreement:** A written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 50% or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. This applies to the closure of an institution, a site, or a program. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

**Teach-out plan:** A written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 50% 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. This applies to the closure of an institution, a site, or a program. Teach-out plans must be approved by SACSCOC in advance of implementation.

All definitions quoted from 2012 SACSCOC *Resources Manual* Appendices beginning page 101  
<http://www.sacscoc.org/pdf/Resource%20Manual.pdf>.