

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

Receipt of approved APA with attached Teach-out plan, IRPE prepares letters to SACSCOC

- IRPE distributes copies of letters and teach-out plan to the following units:
 - Department
 - College Dean
 - Associate Provost
 - SVC Academic Affairs
 - Registrar
 - Marketing
 - IT
 - Troy Online Student Services
- IRPE Submits helpdesk ticket for location code to be flagged "inactive" (based on closure date in teach-out plan)

College informs

- Faculty
- advisors /counselors
- students

Clean-p of students Based on Teach-out Plan

- US Department of Education
- National Student Clearing house
- State Agencies
- DoD MOU, if needed
- Military Installation ESOs, if needed
- Specialized Accreditation, if needed