Teach-Out Policy When Closing a Branch Campus, Instructional Site, Degree Program, or Certificate Program

A. Purpose

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

B. Definitions

1. 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. For purposes of the university substantive change policy, the latest revision of the SACSCOC policy should be used in preference to the Florida Board of Governors (BOG) Regulation definition in BOG Regulation 8.009 regarding educational sites. In the case of conflict and for purposes of this policy, the SACSCOC definition shall govern.

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

3. Degree Program. The Florida BOG Regulation 8.011(2) defines a degree program as an "organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities."
4. *Certificate Program.* Broadly speaking, a certificate is a coherent course of study leading to the awarding of a credential. A certificate usually has the sense of a document certifying the status or accomplishments of the bearer or fulfillment of conditions, which authorize the bearer to act or practice in a specified way, often in business or professional settings. The university follows state guidelines, specifically Florida BOG 8.011(7) (b), which defines two types of certificates:

a. A **college credit certificate program** is “an organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion” [BOG Regulation 8.011 (7)(b)]. SACSCOC Comprehensive Standard 3.4.4 refers to “certificates or other professional education outside a collegiate degree program.” Thus, certificates should be viewed as professional in nature. Further:

1) A college credit certificate is not intended as a degree, but as a supplement to a student’s specific educational goals or professional career preparation.

2) Completion of a college credit certificate generally is related to a specific field, and usually associated with a limited set of occupations.

3) College credit certificates may help prepare students for certain types of industry licensing, and to practice in or master technical aspects of an occupation.

4) College credit certificates shall be noted on a student’s transcript as an official credentialed of the university.

5) College credit certificate programs drawn from the existing approved curriculum for a degree program do not require separate approval by SACSCOC. However, to offer such a certificate at a new site does require notice or approval of the site by SACSCOC.

6) A college credit certificate that is a significant departure from previously approved programs must be noticed or approved in advance by SACSCOC.

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

1) Those programs of study that do not award credit, such as those offered as part of continuing education, may not be termed an undergraduate or graduate college-credit certificate.

2) Non-college-credit certificates will not be noted on transcripts.
3) Non-college-credit certificates may not bear the official FSU seal.
4) Non-college-credit certificates may issue a “Recognition of Completion” document.

5. Educational Program. A degree program or college credit certificate program.

6. Date of program termination. The date on which the educational program is closed permanently to admissions.

7. Date of program closure. The date on which the last student in teach-out has completed the educational program.

8. Program Suspension. A degree program that is temporarily not accepting new admissions and is placed on inactive status on the degree program inventory maintained by the Office of Institutional Research, following notification by the Dean to the Vice President of Faculty Development and Advancement. A program may be temporarily suspended for a period not to exceed 2 academic years to allow for academically necessary reviews and/or revisions, in order to address issues such as curriculum revision, faculty recruitment, or enrollment problems. Graduate programs that may need to be temporarily suspended for longer than 2 years must request permission to do so through the Office of Faculty Development and Advancement. The President may reactivate a temporarily suspended program on approval by the Board of Trustees. A program shall not be temporarily suspended if it adversely affects any faculty members or students associated with or enrolled in the program.

9. 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 termination 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 and the University Substantive Change Policy.

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

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

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

C. Policy

1) In accordance with Federal regulations, the University is required to submit a
teach-out plan to SACSCOC for approval if any of the following occurs:

a. The institution notifies the Commission that it intends to cease operations
   entirely or close a location that provides at least 50% of at least one
   educational program.

b. The Commission terminates accreditation or the candidacy of an institution.

c. The USDOE notifies the Commission that it has initiated an emergency
   action against an institution or an action to limit, suspend, or terminate an
   institution participating in any Title IV, Higher Education Act program.

d. A State Licensing or authorizing agency notifies the Commission that an
   institution’s license or legal authorization to provide an educational program
   has been or will be revoked.

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

c. Execute a Teach-Out Plan. The teach-out option occurs when the institution
   "teaches out" currently enrolled students; no longer permanently admits
   students to programs; and terminates the educational program, the operations
   of an approved instructional site or a branch campus, or the operations of an
   institution.

f. Develop and implement a Teach-Out Agreement. The teach-out agreement
   option occurs when the institution enters into a contract with another
   institution or organization to teach out the educational programs or program.
2) Teach-out plans and teach-out agreements must be approved by SACSCOC in advance of implementation. To be approved, a teach-out plan must include the following information:

a. Dates of termination and closure;

b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;

c. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense;

d. Signed copies of teach-out agreements with other institutions, if any;

e. How faculty and staff will be redeployed or helped to find new employment; and

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

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

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

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

3) **Affected Groups**

a. *Prospective undergraduate students* with active applications awaiting admission decisions to an affected branch campus, instructional site, or degree program should be immediately advised to seek alternative majors by the appropriate unit, generally the academic department or program. Prospective students should be given as much time as practicable to seek alternative majors. The academic department or program also should immediately suspend admission of new students.
b. Currently enrolled undergraduate students who have fewer than 60 credit hours in a terminated degree branch campus, instructional site, or degree program, after consideration of their circumstances and potential impacts of University actions on such students, should be immediately suspended from certification into a terminated upper division program and be required to select a different major. Departmental faculty or staff should advise such students regarding appropriate options.

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

d. Prospective graduate students are those with active applications awaiting admission decisions to an affected branch campus, instructional site, or degree program. As soon as the decision to terminate is made, the appropriate unit, generally an academic department or program, should immediately suspend admission of new students and advise students who have already been offered admission that they must complete the degree program within a teach-out period. The graduate degree must be completed within the teach-out period. Such students must meet the minimum credit hour requirements for the degree; the composition of their relevant committees must meet university standards.

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

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

g. Undergraduate and graduate students currently enrolled in a terminated certificate program should be given an opportunity to complete their certificate. Departments and programs should work with such students to develop a strategy for completion within the teach-out period. Students should expect to take a sufficient number of courses each semester, including summers, to enable them to complete all requirements within the teach-out period. The teach-out period will continue for no more than two academic years following the date on which the notice of termination is given to students. The teach-out period will vary by certificate program and must be determined by the department and college with approval of the Vice President for Faculty Development and Advancement. The certificate must be completed within the teach-out period. Such students must meet the minimum credit hour requirements for the certificate.

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

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

   a. Nature of the program,
   b. Reasons for termination,
   c. Number of students currently enrolled,
   d. Progression statistics of students in the program,
   e. Resources used to offer the program,
   f. Financial savings, if any, realized from the termination,
   g. Explanation of how any students enrolled in the program will be helped to complete their program,
   h. Assessment of whether any faculty will be adversely affected by termination, and
   i. Explanation of how affected individuals will be informed of the planned termination.

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

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

2) *The Vice President for Faculty Development and Advancement* shall review the initial proposal to terminate an educational program, site or branch forwarded by a relevant Dean. The Vice President will determine whether any faculty will be adversely affected by termination, and act to implement provisions in the University Collective Bargaining Agreement. The Vice President, working with the SACS Accreditation Liaison, will check all information forwarded by the Dean for accuracy and sufficiency. The Vice President shall notify the Provost and help facilitate the Provost’s presentation on the substantive change to the President’s Cabinet. The Vice President will work with the Provost to develop and coordinate presentations on the proposal to the University Board of Trustees. Once the President’s Cabinet and the University Board of Trustees have approved termination of the program, the Vice President will determine if subsequent action is required by the Florida Board of Governors, and shall insure that the Dean and the SACS Accreditation Liaison are informed of the decision, in order that appropriate notification of SACSCOC is initiated. The Vice President will work with the Dean and SACS Accreditation Liaison on any implications of the termination that affect faculty, students, or equipment.

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

4) *The Office of Institutional Research* shall be notified by the SACS Accreditation Liaison of decisions by SACCCOC regarding termination of an educational program, site, or branch. The Office will in turn notify and coordinate with the University Registrar to effect appropriate changes in university records. The Office will maintain records that note both the date of termination and date of closure. The Office also will maintain records on program suspensions as notified by the Vice President for Faculty Development and Advancement.
5) *The Vice President for Planning and Programs* will receive notice of approved terminations involving educational programs from the Office of Institutional Research and work with staff of the Florida Board of Governors to change the schedule of required program evaluations. Such changes will be reflected on the Quality Enhancement Review web site.

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

**APPROVED BY:**

Garnett S. Stokes, Provost

*April 30, 2013*

Date
### Appendix A
Summary of Implementation Plan for Sample Program Termination

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BOT approval of program termination</td>
</tr>
<tr>
<td></td>
<td>DOTF notify BOG of Termination</td>
</tr>
<tr>
<td>Feb – March 20xx</td>
<td>Department advises affected undergraduate students with less than 60 credit hours into other majors; contacts and counsels admitted transfer students regarding the terminated program.</td>
</tr>
<tr>
<td>Feb – March 20xx</td>
<td>Chair and Dean Develop Teach-Out Plan</td>
</tr>
</tbody>
</table>
| 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.                                                                                                              |
|                      | College of terminated program notifies any appropriate national disciplinary accrediting body.                                                                                                     |
|                      | Campus SACS Liaison notifies SACSCOC.                                                                                                                                                             |
|                      | SACSCOC Provides approval of termination.                                                                                                                                                          |
| July 20xx – May 20xx | Beginning July 20xx, Dean provides semester monitoring reports to SACS Liaison regarding students involved in the Teach-Out Plan.                                                               |
### Appendix B

**Teach-Out Academic Plan**

**Department**

**Termination**

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

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

(Note: Parenthetical information indicates tentative faculty assignments as of March 20xx)
Appendix C
Sample
Program Termination
Student and Faculty General Communication Summary

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

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

Not-Formally-Admitted and Transfer Students
At the time, the decision was made to terminate the program, 110 students were designated as NFA, in the sample program. These students received the attached letter and were invited to meet with the departmental advisor to answer any questions. These students have been moved to the NFA in another sample program and are being advised on the application and admissions process of the other sample program.

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

Overall Student Communication
The Department created a FAQ site to address student concerns. The site can be found at: http://sample.fsu.edu/Undergraduate/example.

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

The Department has been in touch with the Division of Undergraduate Studies to make sure that the Program Guide and Academic Map were updated to indicate that the program was being terminated.
Appendix D
Sample
"Current Student Notification"

Subject: Current Student Notification

Dear:

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

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

We ask that you work closely with staff, your advisor and program faculty to ensure you are aware of all program requirements and the availability of required courses. You will be provided an academic plan that if followed, will enable you to complete the degree program within the teach-out period. The University wants to insure that the time, effort and resources you have already devoted to your FSU education produce the results you want. We are committed to serving you and helping you complete your degree.

Sincerely,

XXX, Dean

I have received and read the above letter.

_________________________________________   ___________________________
Student signature                        Date
Appendix E
Sample
"Not Formally Admitted and Transfer Student Notification Letter"

Subject: Not Formally Admitted and Transfer Student Notification Letter

Dear Mr. x,

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

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

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

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

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

Sincerely,

XXXXXX

Chair
Department
College
## Appendix F

### Sample Program Monitoring Report*

<table>
<thead>
<tr>
<th>College:</th>
<th>Dean:</th>
</tr>
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<tbody>
<tr>
<td>Academic Degree Program:</td>
<td>Degree Level of Program:</td>
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<tr>
<td>Number of Students Still Enrolled in Program:</td>
<td>Total Credit Hours Required in Program: 120</td>
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<td>Date of this report</td>
<td>Individual Completing the Report</td>
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</table>

<table>
<thead>
<tr>
<th>Student #</th>
<th>Student name</th>
<th>Number of Program SCH Earned as of July 1, 2012</th>
<th>Number of Credit Hours Earned</th>
<th>Program termination letters sent</th>
<th>Signed Response from Student</th>
<th>Academic Map provided to Student</th>
<th>Last Semester of Student’s Enrollment</th>
<th>Date Student Completed Requirements or Other Actions regarding the student</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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