

Procedure for Discontinuation of a Program, Site or Operations

The purpose of this work is to document specific implications and resolve any questions for Iowa students affected by the Program/Site closure or Discontinuation of operations including, but not limited to, the following:

1. Analyze and disclose whether or not students completed the affected programs prior to the last date of educational instruction. If not, disclose what other arrangements will be made by the University for students who did not complete their programs prior to the proposed ending date of educational instruction.

Internal Review and Approvals Process

University staff must receive approval for any changes that could affect a program, site or closure of operations through the completion and approval of the "Form 5." As illustrated below, Form 5 is designed to gather important information to resolve implications of a change to a program, site, or operations.

Form 5: Deletion of Program, Concentration, Cognate Minor, Course(s) or Requirement

Title of Program, Concentration, Cognate, Minor, Course(s) or Requirement to be Deleted:

Originator of this Proposal:

***PLEASE NOTE:**

To ensure compliance with SACS policies, you MUST check if the program you are deleting requires a Substantive Change Request from SACS. Teach out plans must be approved in advance of implementation by SACSCOC.

Delivery Format:

Resident

Online

Both

Proposed Effective Date:

A. Reason for deletion.

B. If this is a deletion of individual courses or requirements, will this affect students' ability to complete a program or major?

C. If deletion of individual courses or requirements, what will be the effect on programs or majors as a whole?

D. If deletion of program/major, include teach-out plan.

When a program/major is deleted consideration must be given to the number of students enrolled. A teach-out plan will include the following elements:

1. A proposed schedule for phasing out the program/major.
2. Date of closure
3. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
4. An explanation of how students will be helped to complete their programs of study with minimal disruption or expense.

5. Alternative acceptable measures (e.g., course substitutions) to facilitate students' program completion.
 6. The number of students affected by the deletion.
 7. A list of courses affected by the deletion.
- E. How does this impact faculty, library, physical and financial resources?
- F. Documentation that faculty and other groups were involved in decision.

Associate Dean, Department Chair or Director

Date

Dean of School/College

Date

Attach all applicable minutes of faculty committees, departments, and college/school that record discussion and approval of this decision.

Procedures for Student Notification

The University will notify affected students in writing via the authorized Liberty email account within 30 days of the decision from the Internal Review and Approvals Process. The notification will include a summary of the decision made, the impact on the educational program, site, or operation. The notification will also include a description of teach out arrangements made including contact information and arrangements made with 3rd parties after approval of the relationship by the Commission on Colleges Southern Association of Colleges and Schools.

In addition to individual notifications, the University will include information pertaining to the change in regular student consumer information consistent with policy 4.1 Consumer Information. This allows the University to post consumer information on the University website. Additionally, the required annual dissemination of consumer information and student right-to-know information will link back to the information posted to the University website.