



**FGCU Teach-Out Policy when Closing a Branch Campus, Instructional Site,
Degree Program or Certificate Program**

A. Context

Florida Gulf Coast University (FGCU) follows the guidelines of the Southern Association of Colleges, Schools Commission on Colleges (SACSCOC) for institution- and program-level teach-outs. These guidelines include (and are not limited to) requirements for institutions to provide for the equitable treatment of students enrolled in affected programs; a reasonable timeline for enrolled students to complete the program; and notification to affected students of any additional fees or charges. Institutions have the option of developing internal teach-out plans, or reaching teach-out agreements with external institutions that allow students to complete their program requirements at another accredited institution. Teach-out plans must be approved by the Commission.

B. Purpose

The decision to close a branch campus, instructional site, degree program, or certificate program requires substantial planning and careful consideration with all those affected. Every effort is made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information will 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. FGCU's teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for the university by SACSCOC during this process.

C. Policy

1. In accordance with Federal Regulations, FGCU is required to submit a teach-out plan to SACSCOC for approval if any of the following occurs:
 - i. FGCU 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.
 - ii. The Commission terminates accreditation or the candidacy of FGCU.
 - iii. The USDOE notifies the Commission that it has initiated an emergency action against FGCU or an action to limit, suspend, or terminate FGCU's participation in any Title IV, Higher Education Act program.
 - iv. A State Licensing or authorizing agency notifies the Commission that FGCU's license or legal authorization to provide an educational program has been or will be revoked.

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

- v. Execute a Teach-Out Plan. The teach-out option occurs when FGCU "teaches out" currently enrolled students; no longer permanently admits students to programs; and terminates the educational program,

the operations of approved instructional site or a branch campus, or the operations of the entire institution.

- vi. Develop and implement a Teach-Out Agreement. The teach-out agreement option occurs when FGCU 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 (student, 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 expenses.
 - 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 the entire institution, arrangement for the storing of student records, disposition of final financial resources and other assets.

The teach-out plan will 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 programs and will be determined and approved in advance at all required levels as determined by SACSCOC.

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