

# **PROCESS FOR CLOSING PROGRAMS**

## PROCESS FOR CLOSING PROGRAMS THECB RECOMMENDATION

### CLOSURE PROCESS

- STEP 1:** DCCCD Board of Trustees and College President receives notification of low-producing award(s) from THECB recommending closure of the program.
- A. College can submit a request for a temporary exemption waiver for the program. If exemption is not approved, proceed to [Step 2](#).
  - B. College can accept the decision and proceed to [Step 2](#).
- STEP 2:** Submit notification of deactivation with closure date to District Office of Workforce Education (DOWE).
- STEP 3:** College submits a letter to SACSCOC requesting approval to close an award(s) and teach-out plan. Colleges will send a copy to District Compliance Officer and DOWE offices. District Office of Workforce Education (DOWE) submits request to post statement “pending SACSCOC approval” in web catalog.
- STEP 4:** SACSCOC reviews the request to close and teach-out plan for approval.
- A. SACSCOC has option to request additional information for teach-out plan prior to approval.
  - B. SACSCOC can approve or deny the proposed teach-out plan.
- STEP 5:** SACSCOC notifies college via an official letter of the approval to close award(s) with an effective date.
- STEP 6:** College submits copies of all documentation included in [Steps 1-5](#) to the District Office of Workforce Education (DOWE).
- STEP 7:** District Office of Workforce Education (DOWE) processes official closure to THECB and District Financial Aid to remove from ECAR.
- STEP 8:** District Office of Workforce Education (DOWE) initiates notification to all impacted groups.

**NOTE: Colleges must provide copies of all documents submitted to SACSCOC to DOWE Office to ensure compliance of THECB requirements.**

## PROCESS FOR CLOSING PROGRAMS COLLEGE INITIATED

### CLOSURE PROCESS

- STEP 1:** College submits notification to District Office of Workforce Education (DOWE) to deactivate award(s). Provide award name and closure date.
- STEP 2:** District Office of Workforce Education (DOWE) notifies VP Council during the current curriculum revision cycle.
- STEP 3:** College submits a letter to SACSCOC requesting approval to close an award(s) and teach-out plan. Colleges will send a copy to District Compliance Officer and DOWE offices. District Office of Workforce Education (DOWE) submits request to post statement “pending SACSCOC approval” in web catalog.
- STEP 4:** SACSCOC reviews the notification and teach-out plan for approval.
- A. SACSCOC has option to request additional information for teach-out plan prior to approval.
  - B. SACSCOC can approve or deny the proposed teach-out plan.
- STEP 5:** SACSCOC notifies college via an official letter of the approval to close award(s) with an effective date.
- STEP 6:** College submits copies of all documentation included in [Steps 1-5](#) to the District Office of Workforce Education (DOWE).
- STEP 7:** District Office of Workforce Education (DOWE) processes official closure to THECB and District Financial Aid to remove from ECAR.
- STEP 8:** District Office of Workforce Education (DOWE) initiates notification to all impacted groups.
- STEP 9:** If college makes a final decision **to reactivate** an award(s) prior to closure date, the college will submit a letter to SACSCOC rescinding the request for approval to close.

**NOTE:** Colleges must provide copies of all documents submitted to SACSCOC to DOWE Office to ensure compliance of THECB requirements.