

Guidelines for Deactivating and Terminating Academic Degree Programs

Clayton State University has the responsibility to guide students to graduation in the event that the University deems it necessary to deactivate and eventually terminate an academic degree program either due to a prolonged decrease in student demand or fiscal issues. Further, under the Substantive Change policy prescribed by SACSCOC, the University is required to submit a teach-out plan to the Commission on Colleges for approval. The information contained below delineates the various steps to be taken during the maximum 2-year teach-out phase when a program is deactivated with the Board of Regents and slated for termination.

Academic Degree Programs with No Currently Enrolled Students

If an academic program has no currently enrolled students the program will bypass the deactivation phase and notification will be sent to the Board of Regents to immediately terminate the program at the start of the next semester. No new students will be admitted.

Academic Degree Programs with Currently Enrolled Students

If an academic major program has shown prolonged decrease in student demand or fiscal related concerns it will undergo an abbreviated comprehensive program review in order to determine the overall productivity and costs associated with the program. If, based on the results of the abbreviated CPR, a decision is made to deactivate the program then the process will be followed.

Undergraduate Academic Degree Programs

Associate and Associate of Applied Science Degrees

Prospective Students:

Immediately suspend admission of new students when a program has been selected for deactivation and eventual termination

Currently Enrolled Students with:

- High priority should be placed on enabling student to complete the degree program
- Programs will provide each student with a prescribed plan for course work during the 2 year teach-out period
- Students who do not complete and/or follow the prescribed teach out plan will be advised into different major
- Course offerings will continue for a maximum of four semesters (teach out period)
- If a course is not offered, the student will be given the option to substitute an equivalent course, take the course as an independent study, or take the course at another accredited institution as a transient and transfer the credit back to Clayton State following the process prescribed in the Undergraduate Handbook.

Stop-outs or Readmission Students:

Students who have stopped taking classes or are seeking readmission into a program that has been designated for deactivation and eventual termination will be evaluated on a case by case basis to determine their ability to complete the program within the 2 year teach out period.

Baccalaureate Degrees

Prospective Students:

Immediately suspend admission of new students when a program has been selected for deactivation and eventual termination

Currently Enrolled Students with:

Less than 60 credit hours or not yet admitted to the major:

- Suspend declaring of upper-division major and require students to select a different major
- Advise students regarding suitable options for transfer to comparable programs
- Suspend all change of major requests for any program that is selected for deactivation and eventual termination

60 or more credit hours and admitted to the major:

- High priority should be placed on enabling student to complete the degree program
- Programs will provide each student with a prescribed plan for course work during the 2 year teach-out period
- Students who do not complete and/or follow the prescribed teach out plan will be advised into different major
- Course offerings will continue for a maximum of four semesters (teach out period)
- If a course is not offered, the student will be given the option to substitute an equivalent course, take the course as an independent study, or take the course at another accredited institution as a transient and transfer the credit back to Clayton State following the process prescribed in the Undergraduate Handbook.

Stop-outs or Readmission Students:

Students who have stopped taking classes or are seeking readmission into a program that has been designated for deactivation and eventual termination will be evaluated on a case by case basis to determine their ability to complete the program within the 2 year teach out period.

Graduate Academic Degree Programs with Enrolled Students

Prospective Students:

- Immediately suspend admission of all new students
- Students who have already been offered admission but have not yet enrolled should be notified that they must complete their program of study within the 2 year teach-out period.

Currently Enrolled Students:

- High priority should be placed on enabling student to complete the degree program
- Programs will provide each student with a prescribed plan for course work during the 2 year teach-out period
- Course offerings will continue for a maximum of two semesters (teach out period)
- If a course below the thesis or project level is not offered, the student will be given the option to substitute an equivalent course, take the course as an independent study, or take the course at another accredited institution as a transient and transfer the credit back to Clayton State following the process prescribed in the Graduate Handbook.