**Teach-Out Plan[[1]](#footnote-1)**

**Degree/Certificate**

**School/Department**

**College**

**Louisiana State University and A&M College (LSU)**

1. **A Substantive Change Cover Sheet**

See Enclosure [1] – to be completed by the Office of Institutional Effectiveness

1. **Provide the closure date, defined by SACSCOC as the date when students are no longer *admitted*.**
2. **An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.**
3. **An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs***.  [Note: Do not submit individually identifiable student information.]*
4. **Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.**
5. **Copies of signed teach-out agreements with other institutions, if applicable.**

N/A

1. **A description of how faculty and staff will be redeployed or helped to find new employment.**

1. Adapted from the SACSCOC “Substantive Change Policy and Procedures.” [↑](#footnote-ref-1)