

Program: Degree or Certificate Closure Check List – Items to be considered for process completion

Item	Responsible Party	Timeline
Preliminary Closure Consideration Report	Dean	
Employment		
Verbal notification of closure to FT & PT employees		
Formal written notification to employees of details and the options for them	HR	
Written notification to CSEA	HR	
Notifications		
Students with a teach out plan & timeline	Chair with Coordinator Curriculum office to provide data query	
Campus Community <ul style="list-style-type: none"> • Admissions • Advising • ESO • Curriculum - CurricUNET • BAS – Budget and Facilities • TIC and Help Desk • Library • Development Foundation • Campus-wide notice (Update?) 	Dean with Chair	
Program Accrediting Agency	Dean with Chair	
Ohio Department of Higher Education	Curriculum - Associate VP OAA	
Higher Learning Commission	Curriculum - Associate VP OAA & Director Overseeing HLC	
Program Advisory Committee and any Community Partners, including other colleges or programs	Dean with Chair	
System Changes		
Colleague – End Courses & Program	Curriculum Management	
U.Achieve (DARs) and Admissions – End Program and remove from Application	Curriculum Management & Admissions	
Catalog <ul style="list-style-type: none"> • Maintain information for current students that will teachout • Remove program from application and content from appropriate catalog and marketing 	Curriculum Management with Marketing & Communications	
Department/Program Webpage <ul style="list-style-type: none"> • place notice of closure • Remove program content 	Department/Program with Marketing & Communications	
Budget/Resources		
Lab Fee Reallocation	Dean, Chair and BAS	
Budget and line item removal	BAS	
Instructional equipment, books, and supplies redistribution, disposal or sell	Dean, Chair and BAS	
Closure Report or Check Off Form complete	Dean	