

Any CACREP program experiencing or preparing for the closure of programs or specialty areas should submit a Substantive Change Report. CACREP's primary focus during a program closure is on helping ensure students experience as smooth a transition as possible during an often-stressful time for all program stakeholders. If such a closure requires a teach-out, programs must include a Teach-Out Plan with the report.

A Teach-Out Plan must include the following areas:

1. Regional/Institutional and Other Accrediting Bodies:
 - a. Are there other regional/institutional accrediting bodies involved in this closure/teach out?
 - i. If yes, what is the accrediting body and what is the developed/implemented plan?
 - b. Are there any other accrediting bodies impacting the counseling program(s)?
 - i. If yes, what is the accrediting body and what is the developed/implemented plan?
2. Transfer Agreement:
 - a. If there is a transfer agreement, please describe and provide a copy of the agreement.
 - b. If not proceed to #3
3. Notification: Please describe and provide supporting evidence regarding how and when notification of the following will occur:
 - a. Program(s) web-site information
 - b. Students
 - c. Applicants
 - d. All Program Stakeholders
 - e. Other impacted programs
4. Key Programmatic Considerations: Please describe and provide supporting evidence outlining:
 - a. The number of students in each specialty area and the timeline for the teach out
 - b. How FTE ratio's will be impacted
 - c. How the number of core faculty will be impacted
 - d. How will practicum and internship be impacted (sites/ supervision)
 - e. How supervision will be impacted
 - f. How the assessment plan (KPI's) will be impacted
 - g. How the program will maintain financial support
 - h. How students will continue to have access to resources
 - i. For doctoral programs, what is the plan for the completion of students' dissertation/capstone projects