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