**Delivery Method Termination Addendum**

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| Date: | Effective date: | AY  |
| School/College: |  |
| Program: |  |
| Delivery Method to be terminated: |  |
| Location(s) where program is currently delivered via this method: |  |
| Location(s) where program will continue to be delivered via this method (if any): |  |
| Submitted by: |  |
| Note: Prior to preparing your plans for delivery method termination, you should communicate with the Office of Institutional Effectiveness and the Office of Enrollment Management. |

**Explanation of when to use this addendum:**

1. If a program is currently delivered face-to-face only or face-to-face *and* via a distance learning method (blended and/or online) and you are no longer going to guarantee the program can be completed face-to-face (most likely scenario)
2. Less likely but possible: If you are currently delivering the program only via one or more of the distance learning methods (blended or online) or via distance learning *and* face-to-face and you are no longer going to guarantee the program can be completed via distance learning (less likely but possible)
3. If any of these scenarios applies to one or more sites and not to others (also not likely but possible)
4. **You do not have to do this addendum if you are currently delivering a program via a blended method (with or without also doing it face-to-face) and you are going to change blended to completely online.**

**Rationale for delivery method termination.**

**Date of closure (date when new students will no longer be admitted to the program using this delivery method):**

An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure (include copies of communications to students):

An explanation of how all affected students will be helped to complete their programs of study with minimal disruption via the delivery method they started with (include teach-out course schedule)

An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified

# How faculty and staff will be redeployed or helped to find new employment

Catalog copy for all sections of the catalog amended by this termination. Be sure to keep any courses that will continue to be offered, including those needed for the teach-out plan or for any on-going programs that rely on them.