

# Institution/Program Closures

## AA\_AS\_RE\_82

Responsible Officer  
Thamarai Selvi  
Responsible Office  
Registrar  
Approving Body  
Board of Trustees  
Re-evaluation Date  
2023

### Policy Statement

This policy addresses the conditions of obtaining when the institution has to be temporarily or permanently closed.

### Policy Procedures

In the event that Carolina University's Board of Trustees and the Administration announce a decision to permanently close the institution, the Registrar's Office and Business Office will work with other relevant university staff to assist students in transferring to other institutions. In the first instance, the President will constitute an Emergency Response Committee to steer the closure and ensure adherence to CU rules and policies, accreditation standards, and federal and state laws and regulations. All students will receive accurate information about the closure in group or individual settings and have the assistance of counseling by CU staff. Information about options and the steps to be taken by students will be communicated using a variety of media including emails and website postings. Appropriate personnel including the financial aid office and housing staff will assist students in making necessary arrangements for transfer and enrollment in another institution and process refunds as applicable. Advising staff and faculty will counsel students on any program-specific requirements and provide assistance as requested.

### Compliance

Local

State

Federal

TRACS