Month Day, YEAR

Dr. Kevin Sightler, Director of Substantive Change

Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, GA 30033

Dear Dr. Sightler:

Please accept this letter as notification from Middle Tennessee State University (MTSU) of the following substantive change per SACSCOC Substantive Change Policy and Procedures:

**Closing a method of delivery of an existing program, the Credential and Program Name, effective Month Day, YEAR.**

**The Program Name is currently available as a face-to-face or distance education program; however, the department plans to transition all courses to face-to-face or distance education delivery. We have enclosed a teach-out plan for current students enrolled in the original method of delivery.**

We look forward to your review and approval of this substantive change. Please let us know if you need additional information.

Sincerely,

Mary S. Hoffschwelle, PhD

SACSCOC Accreditation Liaison