



October 29, 2024

Dr. Kevin Sightler
Substantive Change Office
SACS Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

**Re: SC028311– Program Closure – Graduate Certificate in Contractual and Legal Affairs
in Engineering and Construction – Request for Additional Information**

Dear Kevin,

Please find the additional requested information regarding the closure of the graduate certificate in Contractual and Legal Affairs in Engineering and Construction below.

1. Please provide a description of how prospective students were/will be notified of the closure.

At the time the decision was made to end the program, there was only one student enrolled, and that person was allowed to complete the certificate. At that point, the College of Law removed information about the certificate from its website and registration materials. Further, the College of Law informed students during the next registration period that the program was no longer an option.

2. Please provide a description of how the institutional community, including applicants to the program, recruiters, and admissions staff were informed of the program closure.

College of Law constituents faculty and staff were notified of the closure through the customary curricular process, including College of Law Academic Standards Committee and the College of Law meetings in fall 2019. The removal of the Contractual and Legal Affairs in Engineering and Construction graduate certificate program likewise went through, and was approved by, the university graduate curricular process in spring of 2020 and the appropriate university constituents received notification of the closure. When the program was closed, there was one student enrolled, who was allowed to complete the program. Further, the College of Law informed students during the next registration period that the program was no longer an available option.

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College of Law Faculty Advisors were notified of this change, thus enabling them to communicate that information to their advisees. The College of Law Admissions department was likewise notified of the closure through the College and University process described above. Additionally, once the process of removing the program was complete, the College of Law removed information about the certificate from its website and registration materials.

Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather H. Hartman", with a stylized, cursive script.

Heather Hartman
SACSCOC Liaison