



October 31, 2024

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

**Re: Closure of International Children, Youth, and Families Graduate Certificate Program**

Dear Kevin,

This is two of two late notifications just discovered through conversation with UT System Academic Affairs staff. The discovery has led to a new information sharing protocol between UT Knoxville and the UT System Academic Affairs staff. This change is the closure of an existing graduate certificate program in International Children, Youth, and Families, effective August 19, 2024. An error in the minutes from Graduate Council caused this closure to be overlooked in the extensive substantive change audit performed earlier this year.

The International Children, Youth, and Families graduate certificate program has had very low enrollment, comprised solely of current graduate students. This included a six students in fall 2021, four in fall 2022, two in fall 2023, and one in fall 2024. No students have applied for or been admitted to the certificate since at least fall 2023. In fall 2023, the department faculty began the process to officially close the certificate through university channels. This closure was approved at the university level in fall 2023. Because there are no students enrolled in the certificate, there is no need for a teach out plan.

The Department of Child and Family Studies communicated with students and faculty in fall 2023 regarding plans to close the certificate. At the time the faculty made the decision, there were only two students who showed as enrolled in the certificate. Examination of their individual records indicated that that one had already graduated with requirements and was showing because she was enrolled in another program. The other had completed all requirements and would graduate in fall 2023. There are no students with lapsed enrollment in the certificate. Although there were plans to communicate with prospective students regarding the plan to discontinue the certificate, no prospective students expressed interest since at least fall 2023. As this was an add-on certificate, no faculty or staff had specific time allocated to the certificate. Thus, their employment is not impacted by closure. The faculty associated with the closure were unanimous in their support for the closure. No staff members were impacted by the closure. No community or industry partners were associated with the certificate.

Office of Institutional Effectiveness  
5723 Middlebrook Pike, Suite 218, Knoxville, TN 37921  
865-974-6964 IEDept@utk.edu ie.utk.edu

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". The signature is fluid and cursive, with the first name "Heather" being more prominent.

Heather Hartman  
SACSCOC Liaison

Cc: Donde Plowman, Chancellor  
John Zomchick, Provost and Senior Vice Chancellor  
Ozlem Kilic, Interim Vice Provost for Academic Affairs  
Ellen McIntyre, Dean, College of Education, Health, and Human Sciences