

INDIANA DEPARTMENT OF EDUCATION

Process for Closing a Program Area Leading to Licensure

- 1.) Provide the following on college/university letterhead:
 - a. Name of the program to be closed and grade level(s);
 - b. Final date on which candidates/cohort may enroll in program;
 - c. Final date on which candidates/cohort may complete all program course work requirements;
 - d. Contact information (phone number and email address) of program contact person; and
 - e. Signed statement from college dean and/or educator preparation program leadership verifying the information is correct.
- 2.) Scan or attach a copy of the above to sbogan@doe.in.gov.
- 3.) IDOE will contact program leadership to confirm.

Please note, program leaders have 30 days after our receipt of letter to reverse decision without going through the new program review process.

Please contact Scott Bogan at sbogan@doe.in.gov or 317-232-9178 if you have questions or concerns.