

Teach-Out Plan Form

A teach-out occurs when the institution “teaches out” currently enrolled students; no longer permanently admits students to programs; and terminates the education program, the operations of an approved instructional site, or the operations of the institution. An approved teach-out plan is required for closure of a program of study at the institution.

PART A: Execution of the Teach-Out Plan

Instructional Site:		
Program of Study:		
Dates of Proposed Termination and Closure:		
Teach-Out Method:	<input type="checkbox"/> Internal Teach-Out Strategy	<input type="checkbox"/> External Teach-Out Agreement
Description of Teach-Out Strategy: <i>Address teach-out strategy (internal/external)</i>		
Documentation: <i>Based on the identified teach-out method selected, the referenced documentation must be attached to this form.</i>	<input type="checkbox"/> Internal Teach-Out Strategy: A copy of enrollment plan for course offerings, by semester, towards completion of the internal teach-out period. <input type="checkbox"/> External Teach-Out Agreement: A copy of signed MOU with external institution should be attached to this plan for external teach-out agreement option	

Note: Part B on Next Page

PART B: Communication, Support and Arrangements

Outline of Communication Strategy to Affected Parties:	
Outline of Support Strategy for Students Towards Completion:	
Outline of Employment Support for Faculty and Staff:	
Outline of Arrangements for Student Records, Financial Resources, and other Institutional Capital:	

Approval:

The approval process is outlined in the college Teach-Out Policy. This includes formal approval of the teach out plan by both the Academic Affairs Committee and College Leadership Committee prior to the plan being enacted. The Teach-Out plan must first be forwarded to the Vice Chancellor of Academic Affairs for review and inclusion on the Academic Affairs Committee agenda.