

Title: Teach- Out Policy

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| Effective Date: | 3/2023 |
| Last Revision Date: | N/A |
| Office: | Academic Affairs |

Teach-Out Policy

Purpose

The College Teach-Out Policy aims to protect the interests of students and faculty while also satisfying the requirements established by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC).

Scope and Applicability

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. This plan may include an internal teach-out strategy where the institution commits to supporting currently enrolled students towards completion and/or may include a teach-out agreement whereby entering into a contract with another institution or organization to teach out the educational programs or program.

Teach-Out Plans & Agreements

Teach-out plans and teach-out agreements must be approved by SACSCOC in advance of implementation. To be approved, a teach-out plan must include the following information:

- a. Dates of termination and closure;
- b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;
- c. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense;
- d. Signed copies of teach-out agreements with other institutions, if any;
- e. How faculty and staff will be redeployed or helped to find new employment;
- f. If closing an institution, arrangement for the storing of student records, disposition of financial resources, and other assets.

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The teach-out plan should make appropriate distinctions between prospective and currently enrolled students. The teach-out period and teach-out plan will vary by site and program of study. As soon as a decision to close is made, the institution will provide SACSCOC: (1) notification of the intended closing of a program of study or site, (2) a teach-out plan for approval (including any teach-out agreements with other institutions).

Responsibilities

Once the decision is made to pursue the closure of a program of study has been made, the appropriate divisional Program Dean shall forward a teach-out plan (via the Teach-Out Plan Form supplementing this policy) to the Executive Vice Chancellor Academic Affairs & Student Services and Enrollment Management (the college's Chief Academic Officer), which must be consistent with and allow for the reporting timelines required by SACSCOC as reflected in the Substantive Change Policy. The proposal should be submitted to the Academic Affairs Committee for approval and then forwarded to the College Leadership Committee for final approval. Upon final approval, the Executive Vice Chancellor Academic Affairs & Student Services and Enrollment Management will ensure appropriate notification to SACSCOC and to affected students, faculty, and staff.