



Teach Out Policy (101.26)

While the University intends to offer all of its programs as long as possible it also realizes that in the course of operations a situation might arise in which a program needs to be discontinued. This policy outlines the steps by which a program may be closed and the manner in which students in that program will be served.

1. The dean of the college in which the program operates will conduct a comprehensive program report detailing the current enrollment, historical enrollment trends, and financial performance of the program. This document will also outline the overall rationale for the program to be closed.
2. The dean will bring this report to the Deans Council for review. The Deans Council will review and, if appropriate, make a recommendation to the President's Cabinet that the program be closed. The key components of this recommendation will be the following two sections which must be adequately addressed in order for the President's Cabinet to approve a program to be closed:
 - a. Teach-out plans
 - i. General plans for courses, practicum, internships etc. This section will show how each item on the degree audit will be taught after the program closes (e.g. course substitutions, online options, Directed Independent Studies).
 - ii. Specific learning plans for individual students. The dean and his/her staff must develop specific degree maps for each student in the program that shows clearly how the student will finish their program. This will include specific information related to how long it will take to complete the program.
 - b. Teach-out calendar – this document lists all important dates related to the closing of the program.
 - i. Advising Schedule
 - ii. Catalog Changes
 - iii. Advertising and Recruiting Updating
 - iv. Communication with WSUSC Regarding Closure
 - v. Campus Notification
 - vi. Student Notifications
3. The President's Cabinet will review the recommendation and if approved the Vice President for Academic Affairs will notify the dean of the approved closure. The dean will then finalize all steps outlined in the teach-out plan and teach-out calendar.