**Teach Out Plan Form**

**Program Information**

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| --- | --- |
| **Program Title** |       |
| **Program CIP** |       |
| **Program Total Credit/Contact Hours** |       |
| **Last Date for Admission to Program** |       |
| **Date Program is to be Removed from Catalog** |       |
| **Number of Students Enrolled** |       |
| **Contact Person** |       |

**REASON FOR DELETION: (check all that apply)**

[ ] Program Review [ ] State Mandate [ ] Low Enrollment, Completion, Placement

[ ] Other (Please specify)

**STUDENT(S) COMPLETING TEACH-OUT PLAN**

1. Based on current enrollment, identify the students who have elected to complete the “Teach-Out” program and include the method of notification. Enrolled student(s) must be reviewed each semester to ensure that timely progression is maintained and any progression issues resolved. This will also assist in ensuring that class sizes are maximized.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STUDENT NAME** | **TCC ID** | **STUDENT STATUS** | **NOTIFICATION METHOD** | **DATE** |
| **Full-Time** | **Part-Time** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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*\*Note: Expand as appropriate*

**COURSE MAPPING THROUGHOUT THE TEACH-OUT PERIOD**

1. Map course requirements for the teach period per year based on estimated student enrollment patterns. The course end date should reflect a normal, timely progression for both full-time and part-time students. Course offerings should be scheduled to maximize class size.

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| --- | --- | --- | --- |
| **SEMESTER**  | **ACADEMIC YEAR** | **COURSE TEACH-OUT ASSIGNMENTS** | **COURSE INSTRUCTOR** |
| **Planned Courses for Year 1** | **Planned Courses for Year 2** |
| Fall Term |       |       |       |       |
| Spring Term |       |       |       |       |
| Summer Term |       |       |       |       |

*\*Note: Expand as appropriate*

**PROGRAM TRANSFER OPTIONS**

1. Based on current enrollment in the above program, identify students who have elected to transfer to another program (list new program choice):

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT NAME** | **TCC ID** | **NEW PROGRAM CODE** | **NEW PROGRAM TITLE** |
|       |       |       |       |
|       |       |       |       |
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*\*Note: Expand as appropriate*

NOTE: Toward the end of the Teach-Out period, there may be a need to approve alternative course offerings to facilitate the completion of the program for courses that have been end-termed. Substitutions may need to be approved by the Dean.

What is the contingency plan for any student(s) who does not complete the prescribed course(s) by the end of the “Planned Teach-Out Period” but advise students of the limited range of options that may be available.

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| **Student Contingency Plan** |
|       |

*\*Note: Expand as appropriate*

**PERSONNEL CONSIDERATIONS**

Develop a disposition plan for the reassignment/elimination of personnel, budget, and facilities in conjunction with HR and Business Affairs, etc. for review by the College Provost and recommendation to the College President. Address the disposition of faculty and program administrative and support staff and the steps that will be taken.

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| **Faculty/Staff Disposition Plan** |
|       |

*\*Note: Expand as appropriate.*

Provide information regarding reassignment of faculty/staff and for assistance regarding locating other employment if necessary.

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| --- | --- | --- |
| **F= Faculty S=Staff** | **NAME** | **ACTION/ASSISTANCE PROVIDED****(e.g., reassignment/relocation, etc.)** |
|       |       |       |
|       |       |       |
|       |       |       |
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*\*Note: Expand as appropriate*