



TCSPP Policy and Procedure

Reviewed by Academic Standards Advisory Committee (4-11-16)

Recommended by Academic Affairs Leadership Council/Provost (4-14-16)

Recommended by President's Council (5-4-16)

Approved by Executive Cabinet / TCSPP President (5-4-16)

Note: Policies are final once approved by the TCSPP President.

POLICY TITLE:	Program Teach-out
EFFECTIVE DATE:	Fall 2016
SCOPE:	Academic Affairs, Student Affairs
ORIGIN:	Academic Affairs Office of Program Development and Review

TCSPP is committed to ensuring that a student can graduate from the academic program entered. However, when a program is no longer sustainable, when it fails to meet expectations, or when a school location is closed, the institution may decide to teach out an academic program. Program teach out is governed by this policy and in accordance with the written expectations of WSCUC*.

If an academic program is closed, TCSPP will take measures to support enrolled students through to the completion of the program with as little disruption as possible. The institution will create a teach-out plan to ensure that all enrolled students can complete their studies either at TCSPP or at a comparable institution and program that is accredited by WSCUC or equivalent regional accreditor (e.g., HLC, SACS) and other special program accreditors. Whenever possible, TCSPP will continue to provide instruction so that enrolled students may complete their prescribed program at TCSPP. Modifications to course requirements may be necessary.

When it is not feasible for TCSPP to teach out the program following the same curriculum and with the same faculty and services, a teach-out agreement with another institution(s) will be developed. This agreement will provide for the transfer of students to another institution and ensure treatment equitable to that received by native students.

Any such an agreement will ensure the following, to the extent feasible:

- The institution is accredited by a regional accrediting agency equivalent to the Western Association of Schools and Colleges Senior College and University Commission (WSCUC). The institution is in good standing with its accreditor.

- That students will be treated equitably, considering the following factors:
 - The institution should have the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by TCSPP.
 - The institution must have the capacity to remain stable, carry out its mission, and to meet all obligations to the affected TCSPP students.
 - That the institution should be able to provide students access to the program and services without requiring them to move or travel substantial distances.
 - That the institution should charge substantially the same tuition and fees as the students were paying to TCSPP and must agree to specify additional charges in the agreement and notify the affected students of any additional charges.

TCSPP will notify WSCUC of any programs that are being discontinued and seek WSCUC approval of teach-out plans and agreements. Further, TCSPP will notify the Department of Education if required by federal regulation or WSCUC policy.

With the approval of the President, TCSPP may adopt plans and agreements that provide additional protections than those required by this policy if required by a specialized accrediting agency or otherwise deemed advisable.

Procedure

1. Internal approvals and documents may be required depending upon the circumstances and reasons of teach-out.
2. Forms stated below may be required that provide the comparison in program and course learning outcomes, a plan for communication to the students stating the changes, documentation of the students' understanding of the changes, and degree audits.

Forms/Instructions

1. Program Crosswalk (course equivalencies and program learning outcomes)
2. Letter to Students
3. Student Declaration of Degree Choice
4. Teach-out Communication Plan (student, faculty, WSCUC)
5. Degree Audit

* <https://www.wascsenior.org/content/teach-out-plans-and-agreements-policy>