**Teach Out Planning Document**

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| Certificate/Degree Title: | | | | | Date | | |
| **Section 1: Instructional Department** | | | | | | | |
| The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department recommends that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certificate/degree be officially suspended.  Rationale: | | | | | | | |
| **Action** | **Details** | | **Source of information** | | | **By when** | |
| Plans for students currently enrolled in the certificate/degree | Provide information on how CGCC will help students complete in a timely manner | | Instructional Dean and Dept. Chair | | |  | |
|  | For students who will not be able to complete, provide options (change major, other schools that offer program, etc.) **Provide details below.1** | |  | | |  | |
| Notification and presentation to the Curriculum Committee | Presentation must include teach out plan and checklist | | Representative from the instructional dept. to present documents | | |  | |
| Final plan and documentation submission | once plan has gone to the curriculum committee, stakeholders, etc., the final step is to send to VPIS, college president and Board of Education | | Email with appropriate documentation attached | | |  | |
| Notification to Program Instructors | Formal letter sent to all program instructors | | Formal letter | | |  | |
| **Section 2: Curriculum Office** | | | | | | | |
| Letter to CCWD signed by VPIS | Putting deg/cert in 3-year suspension | | Instructional Dean and Curriculum Office | | | |  |
| Update webforms |  | |  | | | |  |
| Formal announcement | Notifying stakeholders of the official start date for suspension and the “teach out” plan | | email | | | |  |
| Notify NWCCU | Electronic submission form | |  | | | |  |
| Update Catalog | Remove degree/cert map | | website | | | |  |
| Revise/update the webpage |  | | email | | | |  |
| **Section 3: Registrar’s Office** | | | | | | | |
| Official notification to students enrolled in the certificate/degree | | Notify the following:  All students currently enrolled. Provide communication to students with specific information for:   * Students who 0-15 credits completed * Students who have completed more than 70 credits * Students completing their final requirements | | Send a letter and email to each student | | |  |
| Documentation of contact with students | | Advisors will work with students and document in student record | |  | | |  |
|  | | Registrar’s office will scan letters to student record | |  | | |  |

**1 Teach Out details for students who will not complete prior to suspension (be specific):**

**Other Comments:**