**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:**