

TEACH OUTS

ADMINISTRATIVE RULE NUMBER: D014

LAST APPROVED: June 04, 2013, January 06, 2016, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

PURPOSE

- A. A teach-out plan is a written plan that provides for the equitable treatment of students if Tillamook Bay Community College (TBCC) ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.
 - a. The need for a teach-out may be suggested/recommended by faculty, but will be approved by administration.
 - b. The deciding entity is considered the sponsor and is responsible for completing the Teach-out Form for Discontinued Instructional Programs located in the Curriculum SharePoint forms folder.
 - c. Plans must ensure that TBCC will maintain 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 promised to the students upon enrollment.
 - d. Teach out plans must also demonstrate the institution's stability and the ability to carry out its mission and meet all obligations to existing students.
 - e. Plans must ensure that the program is offered to students without additional charge over what had been previously in place. If another entity is involved in the teach-out, TBCC agrees to provide notification to students of any additional charges.
 - f. TBCC endeavors to complete all teach-out plans for students. Only in the direst of circumstances would the assistance of another recognized, accredited, college be contacted to provide assistance.
 - g. The Teach-out Form for Discontinued Instructional Programs will be taken to the TBCC Leadership Team for approval.
 - h. Once approved by the Leadership Team, the Teach-out plan must be approved by College Council and the Board of Education.

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- i. Once approved by the College Council and Board, the Teach-out plan must be approved by the Community College and Workforce Development (CCWD) division of the Higher Education Coordinating Commission (HECC) via WebForms submission. The CCWD will respond to the request with a letter of response to the President.
 - j. Following CCWD approval, this letter will be provided to the Financial Aid and Veteran's Coordinator, and the Accreditation Liaison Officer (ALO) who will notify the NWCCU accreditation body and other stakeholders of the substantive change.
- B. There are two criteria for determining eligibility of students for teach out in discontinued programs. Students must be both declared majors, and making significant progress in the program each term of the current year, so that there is a reasonable expectation that all requirements can be completed within a specified timeframe.
- a. The Office of Instruction coordinates the teach-out plan with the Office of Student Services.
 - b. The Registrar will be asked to provide the Office of Instruction with two lists of declared majors in the discontinued program. 1) Those who have attended one term or more in the current academic year and have not yet graduated in the program; and 2) Those who have not attended this year and also have not graduated in the program.
 - c. The transcripts of all students in 2.2, above, will be reviewed by the Registrar to determine courses still needed and these will be sent to the Vice President of Instruction and Student Services who will schedule out the remaining classes. Based on departmental recommendation, students can be added to the cadre on a case-by-case basis and as circumstances warrant.
 - d. Students will be notified of their eligibility for teach-out via email from the Registrar and/or the Office of Student Services. If they are not accepted into the teach-out, the email will direct students to contact their advisor to determine other options. If accepted, the email contains an individualized plan for each student outlining courses needed for graduation, how the courses will be scheduled, and the timeline for completing all requirements.
 - e. Students in the cadre will be asked to commit, in writing, to the teach-out plan. This "contract" should then be sent to the Office of Student Services so it can be scanned into students' advising files.

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Advisors may find it necessary to approve subsequent changes to individualized plans if beneficial to students. Any such changes must be documented in the Student Management/Advising program as they are made so student progress can be monitored. If a student deviates from the plan, the teach-out agreement is null and void.