Teach-Out Plan and Agreement Form

Effective July 1, 2020

Instructions:

- *Based on HLC requirements, ORU must pre-authorize all program deletions with a teach-out plan.*
- *To provide the required information for program closures, complete the **Teach-Out Plan and Agreement Form** and submit it along with a Curriculum Change Proposal (CCP).*
- *The proposal must combine the CCP, the form, and any explanatory attachments into a single bookmarked PDF file.*

College/Department Name:

Date of Submission:

Section A: Teach-Out Plan

Please answer all questions below. If a question is not applicable to the type of teach-out, please indicate "not applicable":

1. **Teach-Out Plan Summary**

   Estimated Teach-out Period Start Date:

   Anticipated Date of Program Closure (End date):

   a. Provide an inventory of academic programs included in the teach-out plan, including the following information:

Inventory of Academic Programs Included in the Teach-out Plan (insert rows if needed)				
Name of program including degree level (B.A., M.S., etc.) as it appears in the ORU catalog	**Number of students currently enrolled in program** *(as of the time of submission)*	**Number of students who can complete by program end date**	**Number of students who will not complete by program end date**	**Program is accredited by an accrediting agency other than HLC** *(yes/no)* *(name of accreditor)*

   b. Identify the name of a designated staff person to supervise and implement teach-out activities.

2. **Equitable Treatment of Students**
   a. Describe how the institution will assist current students who are reasonably able to complete their academic programs/credentials by the proposed program end date.

b. Describe how the institution will assist current students who are not reasonably able to complete their academic programs/credentials by the proposed program end date.

c. Describe any available "crosswalks" open to students for similar academic programs offered by the institution during the teach-out period.

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3. **Required Notifications**
    a. Describe how the institution will notify any discipline-specific accrediting organizations.

    b. Describe how the institution will notify all relevant stakeholders (current and prospective students, faculty, staff, and administration) about the program teach-out.

4. **Program Course Considerations**
    a. Describe the institution's plan for the reduction, adjustment, or other changes to program-specific courses.

    b. Describe how the plan for course changes will impact services provided to students.

5. **Faculty and Staffing Considerations**
    a. Describe the institution's orderly plan for the dissolution, transfer, reduction, or other change to the workforce (faculty and staff).

    b. Describe how the plan for faculty and staff will impact services provided to students.