

CHAPTER:	Teach Out Policy	DATE ADOPTED: July 14, 2020	NUMBER
PROGRAM		Revised:	510
Reviewed:			
SYNOPSIS:			
1	General		
2	Background		
3	Policy		
1	<p>General: If the College expects to cease offering a program of study before all currently enrolled students have completed the program, the College will develop a Teach-out Plan and/or Teach-out Agreement, as appropriate. Iowa Central Community College follows the guidelines of the Higher Learning Commission for program- and institution-level teach-outs, which the Commission publishes on its website. These guidelines include requirements for institutions to provide for the equitable treatment of students enrolled in affected programs.</p> <ol style="list-style-type: none"> 1. A reasonable timeline for enrolled students to complete the program; 2. Notification to affected students of any additional fees or charges. <p>Institutions have the option of developing internal teach-out plans, or reaching teach-out agreements with external institutions that allow students to complete their program requirements at another accredited institution. In many but not all cases, teach-out plans must be approved by the Commission.</p>		
2	<p>Background: The decision to close a degree or certificate program should be made only after comprehensive review and discussion among the College’s leadership team. The College must be sensitive and responsive to the needs of affected students, faculty, and staff, which requires deep collaboration and ongoing, open communication among relevant academic and administrative department leaders across the institution.</p> <p>For the purposes of the policy below, “program” refers to a postsecondary educational program that leads to an academic or professional degree, certificate, or other recognized educational credential.</p>		
3	<p>Policy: Teach-out plans, including a communication plan, must have final approval at least 90 days prior to the intended date of announcing the program closure. Delayed approvals will result in a delay of both announcing the program closure and the final day of the teach out.</p> <p>Teach-out plans must be consistent with all requirements and expectations of external agencies, including any relevant licensing or accrediting bodies.</p> <p>The college is not obligated to retain faculty members hired specifically for the teach-out plan.</p> <p>Following the decision to move an existing program into an internal teach out, the College will:</p> <ul style="list-style-type: none"> • Implement a communication plan to address the needs of affected students, faculty, and staff • Stop recruiting and/or enrolling students into the program • Remove information from the college website and any other avenues of marketing • Establish a plan for students needing to complete the program • Publish guidance for how the college will assist affected students seeking to transfer to another institution instead of persisting through the teach-out; • Establish the date by which all teach-out activities will end • Maintain all academic and other relevant records in a secure manner for the required length of time and make them available to college leadership as needed. 		

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<p>An internal teach out requires a set of stipulations which students will be required to meet:</p> <ol style="list-style-type: none"> 1. The College must publish a schedule of all courses needed by students to complete the program before the teach out end date. Students are expected to take the courses required when they are offered. 2. Students who are unsuccessful in one or more courses in the published sequence can retake those courses only if they are offered again before the end date of the teach out. 3. Students who are dismissed from the program and either fail to appeal their dismissal or are unsuccessful in their appeal lose their right to benefit under the teach out policy. 4. Students who withdraw or are dismissed from the program, or take a leave of absence after the teach out has been announced, may appeal to re-enter the program only if the courses they require to complete the program are available in the published course schedule and can be completed before the teach-out end date. 5. The College will assist those students who wish to transfer to another institution. Once students are accepted for transfer they will not be permitted to re-enroll in the program. <p>The College is not obligated to accommodate students who fail to meet these stipulations.</p> <p>An external teach out (one that results in an agreement for students to complete their degree program at a different institution) requires a set of stipulations, established by the Higher Learning Commission, for the College to meet. In the event that students from Iowa Central Community College would need to complete their degree program at a different institution, the administrative team would work collaboratively with other community colleges, state institutions, and the Higher Learning Commission to ensure students received the best options available.</p>			