

TEACH-OUT PLAN TEMPLATE

When an academic certificate, specialization, or degree program at Yavapai College is sunset, the relevant department must develop a teach-out plan for students in that program. This plan must be submitted to Curriculum Committee along with the proposal for program deletion. It must be approved by the appropriate academic Dean prior to Curriculum Committee submission.

The following categories must be included in all teach-out plans:

- **Programs to be deleted** – List all degrees and certificates to be deleted with an effective date of deletion for each program.
- **Plan for last semester for each course** (See attached plan example)
- Brief rationale for program deletion – Provide a concise description of the reason(s) for program deletion.
- Number of affected students – The department should work with Institutional Effectiveness and Research Office and the Registrar’s Office to identify students who are potentially affected by program elimination. This may include more than just students who have listed the program as their degree/certificate intent. Care should be taken to identify students enrolled in a number of courses up for elimination. This will help catch students who think they are working on the degree/certificate but haven’t officially listed it.
- Communication plan for affected students – Provide a brief description of how the department will communicate program elimination to affected students. Explain who will be responsible for providing this information to students.
- Specific teach-out options for affected students – Explain in specific detail the options that will be available to affected students. For example, will students be able to complete the program before it is eliminated? If so, will the needed courses be offered? What is the end date by which affected students must complete the program? Will alternate course options be available? If so, what are those options? Who should students contact if they have questions?

Plan for last semester for each course

EXAMPLE:

Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026
Term 1 NSG 140 NSG 142 NSG 143 NSG 144 NSG 145	Term 2 NSG 150 END NSG 152 NSG 153 NSG 155 BIO 205	Term 3 NSG 240 END NSG 242 NSG 250 END NSG 260	Term 4 NSG 270 NSG 272 NSG 280		
	Term 1 NSG 140 NSG 142 NSG 143 NSG 144 NSG 145	Term 2 NSG 151 NEW NSG 152 NSG 153 NSG 154 NEW NSG 155 BIO 205	Term 3 NSG 241 NEW NSG 242 NSG 260	Term 4 NSG 270 NSG 272 NSG 280	

Course Replacements:

- NSG 151 will replace NSG 150
- NSG 154 will replace NSG 240
- NSG 241 will replace NSG 250