

**WALLA WALLA COMMUNITY COLLEGE  
TEACH OUT  
ADMINISTRATIVE POLICY 6490**

---

**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College (WWCC) must establish a written plan that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if and when WWCC ceases operations of the college, branch campus, or program. In accordance with the Code of Federal Regulation 34 CFR 602.24 and the Northwest Commission on Colleges and Universities (NWCCU), WWCC is committed to follow and comply with program or institutional closure procedures.

**II. AUTHORITY**

Board Policy 1370; RCW [28B.50.140 \(13\)](#); 34 CFR 602.24, NWCCU.

**III. SCOPE OF POLICY**

This policy applies to all instructional programs.

**IV. DEFINITIONS**

- A. Teach-out: A process during which a program, institution, or institutional location that provides 100 percent of at least one program engages in an orderly closure or when, following the closure of an institution or campus, another institution provides an opportunity for the students at the closed school to complete their program, regardless of their academic progress at the time of closure.
- B. Teach-out plan: A written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 100 percent of at least one program, ceases to operate or plans to cease operations before all enrolled students have completed their program of study. Reasonable opportunity for students to complete their program of study.

**V. POLICY**

- A. If an academic course, program, branch campus or the college is to be discontinued, the program enters a teach-out period to provide students enrolled in the opportunity to complete their program.
- B. WWCC must submit a teach-out plan to NWCCU for approval before implementing closure procedures.
- C. Circumstances that require a Teach-out plan:
  - 1. United States Department of Education (“USDE”) notifies NWCCU of an emergency action or action to limit, suspend, or terminate institutional participation in federal financial aid; or
  - 2. NWCCU acts to withdraw, terminate, or suspend the accreditation or candidacy status of institution; or
  - 3. A state licensing or authorizing agency notifies NWCCU that institution’s license or legal authorization to provide an educational program has been or will be revoked; or
  - 4. The college notifies NWCCU that it intends to cease operations; or
  - 5. The college notifies NWCCU that it intends to close one or more locations that provide 100% of at least one degree program; or

6. the college notifies NWCCU that it will cease instruction in one or more-degree programs before all students have a reasonable opportunity to graduate.
- D. WWCC shall terminate a curriculum course or program when:
    1. There has been no enrollment for two (2) consecutive years; or
    2. WWCC has not offered the program or has not had enrollment in the program within two (2) years of the date NWCCU approved the program; or
    3. Departments may also choose to terminate a curriculum course or program of study (program) for content-based changes, a curriculum redesign, or in response to industry needs.
  - E. WWCC may be ineligible as a future candidate for accreditation through NWCCU if found noncompliant with closure procedures.

<p><b>Policy Contact:</b> <u>Vice President, Instruction</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>June 21, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
--