

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

I. DEFINITIONS

- A. Continuous Enrollment - Students are considered continuously enrolled at WWCC if they register for and attend courses (including prerequisites) creditable toward a degree, diploma, or certificate. The student must attend credit coursework in the following quarter after the initial enrollment quarter. Attendance is required in the next Fall quarter after the Spring quarter.

II. TEACH OUT

- A. After NWCCU approves a program discontinuation, the program enters the teach-out period at the beginning of the academic year in which the program is removed from the college catalog.
- B. During the teach-out period, no new students will be enrolled in the program, marketing of the program will be discontinued, and students working toward completion of the program must complete the program requirements within the teach-out period or select a different program.
- C. The teach-out period ends after two academic years or when there are no longer students pursuing completion of the program, whichever occurs first.
- D. A teach-out plan should include and address the following:
 - 1. A timeline that provides equitable treatment of students to ensure they can complete the program for which they enrolled before the decision to terminate.
 - a. Efforts should be made to ensure students are notified prior to the subsequent quarter's registration period and at least 30 calendar days in advance.
 - b. The timeline should include the length of time courses will be offered or substitute courses for continuously enrolled students who do not graduate within the timeline.
 - c. Students who have not maintained continuous enrollment will be required to declare a new program of study.
 - 2. The number of students currently enrolled.
 - 3. Direction on prompt student notification and advising for affected students, ensuring students have ample opportunity to take the courses being terminated.
 - 4. Regular reports each semester to department chairs, deans, and the vice president of Student Learning and Instructional Services to provide monitoring of the teach-out activities; and
 - 5. A notification should be sent to Registrar's Office of the termination and teach-out plan.
- E. Copies of teach-out plans should remain on file in the Offices of the Vice President of Instruction and Student Services.
- F. WWCC will provide biweekly teach-out plan progress updates to NWCCU from the date of approval through the date operations of a program or the college cease.

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