

# **Teach-Out Plan for a Program Method of Delivery**

1. **Program method of delivery to be closed:**   
     
   Select one of the following:
   * Face-to-face delivery
   * Distance education delivery
2. **Closure date (when new students will no longer be admitted to the current program method of delivery):**   
     
   Select one of the following:
   * January 1, 202X for closures effective spring term (must submit before June 30 of previous year)
   * May 1, 202X for closures effective summer term (must submit before June 30 of previous year)
   * August 1, 202X for closures effective fall term (must submit before December 31 of previous year)
3. **Explanation of how the affected parties - students, faculty, and staff – will be informed of the impending closure of the current program method of delivery:**
4. **Explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs:**
5. **Explanation of whether students subject to the teach-out plan will incur any additional charges or other expenses because of the teach-out and, if so, how they will be notified:**
6. **Copies of signed teach-out agreements with other institutions, if applicable:**
7. **Description of how faculty and staff will be redeployed or helped to find new employment:**