

Teach-out Protocol for Inactivated CTE Degrees/Certificates

Overview

The inactivation of a CTE degree or certificate falls under the following state and NWCCU guidelines:

- State: College must notify CCWD via signed form when **any** degree or certificate is inactivated. Form must include:
 - Date of inactivation
 - Reason for inactivation (enrollment, financial, lack of qualified instructors, change to industry need, other)
 - Teach-out plan (plan for student assistance, communication plan for community/faculty/stakeholders)
- NWCCU: College must formally notify NWCCU when a degree or certificate of **45 credits or more** is inactivated, and be prepared to respond to NWCCU queries when a degree or certificate of fewer credits is inactivated. Notification must include:
 - Date of inactivation
 - Reason for inactivation (enrollment, financial, lack of qualified instructors, change to industry need, other)
 - Teach-out plan (plan for student assistance, communication plan for community/faculty/stakeholders) and documentation (sample letters, student data, etc.)

Timeline

The baseline expectation of NWCCU and the state is that the institution will provide all students *who have a reasonable expectation of being able to complete a particular credential* with a reasonable opportunity to complete it prior to final inactivation of the credential. For this reason, a cessation teach-out should generally be expected to take the length of time needed to complete the credential at full-time enrollment – e.g., an AAS teach-out will generally last two academic years from the time that the teach-out is announced, a one-year certificate teach-out will generally last one academic year, etc. Transition teach-out timelines *may* be shorter, depending on the relationship between the credential being inactivated and remaining related credential opportunities, the structure of the credential being inactivated, etc.

Protocol

TRANSITION Teach-out	CESSATION Teach-out
This type of teach-out is required when an individual credential is being discontinued, but related credentials will continue to be offered, allowing students who have started but are unable to complete the inactivated credential or pathway to complete a closely related credential. The most common examples are:	This type of teach-out is required when an individual credential is being discontinued and no closely related credentials will be offered. The most common examples are: <ul style="list-style-type: none">• All credentials in a discipline are being inactivated and there is no plan to continue them in the future.

<ul style="list-style-type: none"> • An existing degree or certificate is being radically revised (30%+ change to credits, substantial change to target occupation, etc.), requiring an inactivation of the existing degree code and submission of a new one to the state. • A single credential is being inactivated but closely related credentials, to which substantial credit from the inactivated credential may be applied, are continuing. 	<ul style="list-style-type: none"> • All existing credentials in a discipline are being inactivated, there is a plan to continue/create new credentials in the discipline but there will be a “pause” of at least one catalog year between the inactivation and the creation of new credentials.
--	---

Step I

- **Academic program leadership** (Program and/or Pathway Dean and/or SAC Chair) notify **Registrar + Curriculum Division Director** of intention to inactivate.

Step II

- Registrar, Curriculum Division Director, Curriculum Coordinator, academic program leadership and program advisor(s) meet to outline next steps and determine timeline.
 - Curriculum Coordinator will provide Argos report of potentially eligible teach-out students (declared, active, and admitted PCC students in credentials to be inactivated) and sample communications (letters to students, stakeholders)
 - If credential(s) are open-entry, plan/timeline to close entry to new students will be finalized
 - Point person (usually program advisor(s)) for student advising/communications will be determined
 - Communication plan and timeline will be finalized
- If credential to be in activated is **45 credits or more**, Registrar/Curriculum Division Director will send the initial plan and timeline to Jan Volinski, who will send a notification to NWCCU.

Step III

- Using samples/templates, academic program leadership and/or advisor(s) will develop draft letter(s) for students for review by the Registrar/Curriculum Division Director. Draft letters will include the following points:

Transition	Cessation
Timeline, including deadline to indicate intention to participate in teach-out	Timeline, including deadline to indicate intention to participate in teach-out
Catalog eligibility issues	Catalog eligibility issues
Options for transition to related credentials	

- **Cessation only:** formal letters to the program advisory board and other significant industry contacts (employers etc.) should also be prepared and sent. Depending on

<p>the scale of the cessation, such letters may be sent by academic program leadership or by the VP for Academic Affairs; this should be discussed by the academic program leadership with the VP.</p> <ul style="list-style-type: none"> • Copies of final version of all letters/communications related to the teach-out will be shared with Registrar/Curriculum Division Director for documentation/archive.
<p style="text-align: center;">Step IV</p> <ul style="list-style-type: none"> • Academic program leadership and advisors implement communication plan for students. • Following the deadline for students to indicate intention to participate in teach-out, academic program leadership and advisors share a final list of student responses with the Registrar for archive.
<p style="text-align: center;">Step V</p> <ul style="list-style-type: none"> • Registrar/Curriculum Division Director will draft Teach-Out Template for review by academic program leadership and advisors. The Template is a standardized summary used to document the inactivation for college records, the state, and NWCCU. <ul style="list-style-type: none"> ○ If credential to be inactivated is 45 credits or more, Registrar/Curriculum Division Director will send final copy of the Template to Jan Volinski, who communicates inactivation plans to NWCCU.
<p style="text-align: center;">Step VI</p> <ul style="list-style-type: none"> • SAC will work with Curriculum Coordinator to submit inactivation in Courseleaf, effective in the term AFTER teach-out timeline is complete. NOTE: credentials will remain in the PCC Catalog (although entry will be closed to new students) until the teach-out is complete.
<p style="text-align: center;">Step VII</p> <ul style="list-style-type: none"> • Once the teach-out is complete, the Curriculum Coordinator submits formal deletion to CCWD. • Once the teach-out is complete, academic program leadership/advisors provide a final student list with notes/documentation to the Registrar for archive. • Once teach-out is complete, SAC submits individual course inactivations in Courseleaf, as appropriate.

The formal record of the teach-out is maintained by the Registrar's office and includes:

- Teach-Out Template and associated documentation (copies of letters to students/stakeholders, etc.)
- Student lists with notes/documentation re intentions and final outcomes maintained by academic program/advisors
- If applicable, copies of communications with other college stakeholders (faculty etc.)