**Academic Program/Certificate Teach Out Plan**

This form must accompany a **Program/Certificate Discontinuation Proposal** submitted to Curriculum Committee. If this discontinuation affects students, Individual Teach Out Plans must also be created. These are not submitted to Curriculum Committee, but directly to the provost.

**Program or Certificate Information**

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| **Program or Certificate Title** |  |
| **Program or Certificate Code** |  |
| **Program or Certificate Total Credit Hours** |  |
| **Semester the Program or Certificate is to be Removed from the College Catalog** |  |
| **Total Number of Students Enrolled** |  |
| **Contact Person** |  |

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| **Reason for Discontinuation**  |
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| **Provide a summary of the effects on students. Include plans that allow students to complete the program/certificate or to choose other options, such as changing or transferring to a different program.** |
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**Program Completion Option**

Based on current enrollment, identify the students who will be given the option of completing the program. Include the intended method of notification. Enrolled student(s) must be reviewed each semester to ensure that timely progression is maintained, and progression issues are resolved.

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| **STUDENT NAME** | **FSW ID** | **STUDENT STATUS** | **NOTIFICATION METHOD** | **Intended Notification DATE** |
| **Full-Time** | **Part-Time** |
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*This table may be expanded as needed.*

**Program Transfer Options**

Identify students currently enrolled in the program/certificate who may elect to change or transfer to a different program.

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| **STUDENT NAME** | **FSW ID** | **PROGRAM TITLE** | **COLLEGE/UNIVERSITY NAME** | **Proposed EFFECTIVE TERM** |
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*This table may be expanded as needed.*

**Course Mapping for the Teach Out Period**

Indicate when each course needed for program or certificate completion will be taught and the last semester it will be offered. The course end date should reflect a normal, timely progression for both full-time and part-time students. Course offerings should be scheduled to maximize class size.

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| **Course** | **Term(s) Offered** | **Final Term Offered** |
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*This table may be expanded as needed.*

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| **Provide a summary of the effects on faculty and staff. Include the number of faculty and staff teaching/working in the program, the last term they will be teaching courses in the program, and the plan for them upon program/certificate discontinuation.** |
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