



Teach Out Policy for Discontinuing a Program

In the event that Pathways College determines that a program is no longer viable, marketing and recruiting activities will be halted and no new students will be admitted to that program. Potential students who were seeking admission into the program being discontinued may choose instead to apply for admission to another program.

Pathways College will create a teach out plan consistent with this policy, the WSCUC Teach Out Plans and Agreements Policy, and the WSCUC Teach Out Plans and Agreements Guidelines.

Pathways College will create and carry out a teach-out plan for the program including:

1. Background information: rationale for closure, enrollment (students and expected dates of completion), effected faculty (FTE, full time, part time), effected staff (FTE, full time, part time), and documentation of the decision-making process, including participation from the Board of Directors.
2. Plans for each student, including completed requirements and a description of options for each student to complete the program. These plans may include students completing the program at Pathways College, through a transfer agreement with a comparable institution, or through a combination of both.
3. Faculty members who teach in the program being discontinued may be considered for continued teaching opportunities in other programs for which they meet academic and professional requirements, if such opportunities exist.
4. Staff members who directly support the program being discontinued and whose positions are eliminated may choose to apply and be considered for other open positions within the college.
5. Communication plan including a timeline for notifying students, staff, faculty, the general public, WSCUC, BPPE, other state licensing agencies for distance education, specialized program accreditors, and the US Department of Education.
6. A timeline of teach-out events. Including when students must complete any internal coursework or graduation plans, and when students need to agree to transfer to a receiving institution.

Pathways College will notify its WSCUC Vice President Liaison as soon as a teach out plan is drafted and will communicate regularly with its WSCUC Vice President Liaison throughout the process.