A teach-out plan is a formal document developed by educational institutions, departments, and/or colleges to ensure a smooth and orderly closure of an academic program. It outlines the steps and procedures for phasing out a program while minimizing disruption for current students and faculty. Teach-out plans are typically required by accrediting agencies and regulatory bodies to ensure that students can complete their education and receive the support they need when a program or institution is being discontinued. Here's a general outline of what an academic program teach-out plan might include:

1. **Introduction:**
	* Provide a brief overview of the academic program that is being phased out.
	* State the reason for discontinuing the program (e.g., low enrollment, resource constraints, program reorganization).
2. **Program Closure Timeline:**
	* Specify the last admit term for new students.
	* The program/plan will remain “active” so that students in the program can finish. After 8 years, the program will be switched to an “inactive” status by Curricular Affairs (CA).
3. **Student Support (currently enrolled and inactive):**
	* Describe the support services that will be provided to current students to help them complete their education.
	* Explain how academic advising will be offered.
	* Identify specific plans for students pending degree completion according to their academic needs.
	* Address any financial aid or scholarship implications for students.
4. **Curriculum Transition:**
	* Detail how the remaining courses required for program completion will be scheduled and offered.
	* Provide a list of alternative courses or programs that students can transfer to if necessary.
	* Address any changes to course availability and faculty support.
5. **Faculty and Staff Transition:**
	* Explain the process for reassigning or supporting faculty and staff affected by the program closure.
6. **Communication Plan:**
	* Provide details about how promptly the program closure will be communicated to students, faculty, staff, and relevant stakeholders.
	* Include sample notifications to students in differing situations.
	* Describe the institution’s plan for communicating with the public including the methods and language used for (e.g., including town hall meetings, notification on the institution’s web site, press releases, and other means of communication).
	* Specify the channels (e.g., emails, website announcements) and the frequency of updates.
7. **Compliance and Reporting:**
	* Address any regulatory requirements or reporting obligations to accreditation agencies and government bodies.
8. **Timeline of Teach-Out Events**

This section provides a detailed timeline of events associated with the teach-out showing when communications will go out to students, faculty, staff and the public; dates when students must complete individualized graduation plans; and academic terms when the plan will be removed from the academic catalog and associated university systems.

1. **Appendices:**
	* Include any supporting documents, agreements, or additional information related to the teach-out plan.

The exact content and format of a teach-out plan may vary depending on institutional policies and college specific circumstances. It's essential to involve relevant stakeholders in the development of the plan, including faculty, staff, students, and legal and administrative personnel, to ensure a successful program closure while minimizing negative impacts on those involved.