

# COLLEGE of CHARLESTON

## *Institutional Effectiveness and Strategic Planning*

### **Steps for Reporting of a Teach-Out**

**Date:**

**Re:** Teach-Out

**Name of Institution:** College of Charleston

**Name of the change proposed:**

**Credential(s) involved:**

**Teach-out Plans:**

A teach-out plan is a written plan that provides for the equitable treatment of students if an institution discontinues a program before all students have reached completion. Teach-out plans must be approved by SACSCOC in advance of implementation and should provide:

- Date of program closure.
- An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure of a program.
- An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense.
- Signed copies of teach-out agreements with other institutions, if any.
- How faculty and staff will be redeployed or helped to find new employment.
- If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets.