

# **Teach-Out Plan for Closure of an Off-Campus Instructional Site**

1. **Off-campus instructional site to be closed:**
2. **Closure date (when new students will no longer be admitted):**  
     
   Select one of the following:
   * January 1, 202X for closures effective spring term (must submit before June 30 of previous year)
   * May 1, 202X for closures effective summer term (must submit before June 30 of previous year)
   * August 1, 202X for closures effective fall term (must submit before December 31 of previous year)
3. **Explanation of how the affected parties - students, faculty, and staff – will be informed of the impending closure:**
4. **Explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs:**
5. **Explanation of whether the students subject to the teach-out plan will incur any additional charges or other expenses because of the teach-out and, if so, how the students will be notified:**
6. **Copies of signed teach-out agreements with other institutions, if applicable:**
7. **Description of how faculty and staff will be redeployed or helped to find new employment:**