

COLUMBIA COLLEGE HOLLYWOOD

TEACH-OUT POLICY

Columbia College Hollywood will provide for the equitable treatment of students by ensuring that the institution has the necessary experience, resources, faculty, and support services to remain stable, carry out its mission, and meet all obligations to its existing students while providing an educational teach-out program that is:

- of acceptable quality to that provided by the closing institution or discontinued program(s);
- reasonably similar in content, structure, and scheduling to that provided by the closing institution or discontinued program(s); and
- consistent with applicable with WSCUC Standards of Accreditation and policies.

If the college decides to discontinue an academic program or program emphasis, all marketing and recruitment for the program or program emphasis will cease immediately and the enrolling of new students will cease for the following quarter.

The department chair or designated academic administrator will create a program teach-out schedule for the discontinued program, taking into account course sequencing, timing, course loads, and course enrollment caps. An audit will be conducted for each student enrolled in the program in teach-out to determine the courses the college is required to run in order for the student to complete the program.

Each student will receive an individualized teach-out plan based on the program teach-out schedule, indicating courses the student must complete to complete the degree program. The student's individualized teach-out schedule will include an approximate end date for discontinued required courses.

The college's obligations are as follows:

- The college commits to provide each student with an individualized teach-out plan in writing.
- The college agrees to offer all courses (or equivalents) in the program teach-out schedule.
- The college commits to offering individual academic advising and counseling in regard to the student's individual teach-out plan and teach-out policies mentioned herein.
- The college commits to cover the cost of the teach-out program in its budget. No additional costs beyond those in the student's original enrollment agreement will be charged to the student as a result of the teach-out.

The student's obligations are as follows:

- The student agrees to abide by the schedule of courses provided in the individualized teach-out plan.
- The student agrees to successfully complete the courses laid out in the individualized teach-out plan and timeline. Failure to take a course when offered will not obligate the institution to offer the course again or off-cycle of the program teach-out schedule.
- The student agrees to sign acknowledgment of receipt of the teach-out notification and receipt of the student's individualized teach-out plan.
- The student agrees to remain continuously enrolled in their program to complete the teach-out.

Students who withdraw from a program in teach-out will not be eligible for re-entry into the program in teach-out if their remaining courses are no longer offered as part of the teach-out schedule. Students have the option to appeal for re-entry if all of their remaining courses are or will be offered in the program teach-out schedule. A student who falls out of the prescribed teach-out sequence as outlined in the student's individualized teach-out plan as a result of failing a course may retake the course if it is offered in the program teach-out schedule. If the course is no longer offered by the college, the student may obtain permission from the dean of academic affairs to take an equivalent course at an approved institution.

A student who is dismissed for failing to meet the required standards of Satisfactory Academic Progress (SAP) and is ineligible for appeal, does not appeal, or has an appeal denied will lose the right to the teach-out benefits.

If the college decides to terminate the teach-out program schedule, students will receive a full refund for all tuition and fees paid to the college. All credits earned prior to termination of the program in teach-out will remain on the student's transcript.