

**College of Graduate Studies
Program Teach Out Procedures**

1. The Program Director completes official Registrar paperwork to discontinue the graduate program.
2. Paperwork is submitted to the faculty chairs as an agenda item for a faculty vote.
3. Upon faculty approval, the program director informs all students currently enrolled in the program that it will be discontinued effective with the next academic year catalog.
4. The program director creates a program of study that outlines a degree completion plan for each student affected by the teach out.
5. The program director shares this program of study with the student and requests the student sign a form acknowledging the plan.
6. The program director collaborates with the Associate Provost of Adult, Online, and Graduate Education to ensure that the course(s) the student(s) need as part of the degree completion plan are offered according to the approved program of study.