



Odessa College Program Closure and Teach-Out Policy

Odessa College discontinues academic programs or off-campus instructional sites based on strategic, accreditation, or market-driven factors. Once a program is approved for closure, no new students are admitted. The teach-out period ends after three academic years or when there are no longer students pursuing completion of the program, whichever occurs first. All closures comply with SACSCOC and THECB standards.

Odessa College Closure and Teach-out Procedure

1. Initiation & Review: Dean/Chair consults with Institutional Effectiveness and Instruction.

2. Proposal: Submit Program Closure and Teach-Out Worksheet to Curriculum Committee. It must include rationale, data, impact, and a basic teach-out plan.

3. Approvals:

- Curriculum Committee
- President
- Board (if budget is impacted)

4. Notifications:

- Complete Substantive Change Screening Form
- Notify SACSCOC and THECB (if required)
- Update catalog, Student Planner, and marketing materials
- Department Chair/Director notifies all current students, faculty, and staff.
- Student Services and Enrollment Management notifies students with lapsed enrollment and community partners

5. Teach-Out Support:

- OC will offer remaining courses or arrange transfer options
- Each student receives an individual completion plan

- All affected students will be supported through a teach-out plan that provides options that minimize disruption to planned time-to-completion, minimize additional costs, if any, and ensure options that do not require unreasonable travel or relocation, completion via remaining OC courses or transfer options.

6. Faculty/Staff Support:

- HR and Instruction coordinate reassignment or transitions

Key Forms (Retained Internally):

- Program Closure and Teach Out Worksheet

All documents will be archived by the Office of Instruction and Institutional Effectiveness.



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Program Closure & Teach-Out Worksheet

Program Info

- Program Name:
- CIP Code:
- Department:
- Submitter/Dean:
- Date:

Closure Justification (check all that apply):

- ☐ Low enrollment/completion ☐ Workforce misalignment ☐ Strategic realignment ☐
Accreditation/licensure issue ☐ Other: _____

Summary of Rationale (2-3 sentences):

Data Snapshot:

- Enrollment trend (last 5 years): _____
- Completion rates: _____
- Labor market data provided: ☐ Yes ☐ No
- Advisory input received: ☐ Yes ☐ No

Teach-Out Snapshot:

- Last term for new admits: _____
- Final course offerings term: _____
- Completion path: ☐ OC only ☐ Transfer option ☐ Both

Stakeholder Notifications Planned:

- ☐ Current students ☐ Lapsed students ☐ Prospects ☐ Faculty/Staff ☐ Advisory Board

Approval Checklist:

- ☐ Curriculum Committee ☐ President ☐ Board (if required)
- ☐ SACSCOC/THECB notified (if required) ☐ Catalog & materials updated

Student Appeals:

- ☐ Students advised of grievance process

All documentation is retained by the Office of Instruction and Institutional Effectiveness.