**Hazleton Area Career Center**

**Practical Nursing**

**Teach Out Policy**

The decision to close the Practical Nursing (PN) Program at the Hazleton Area Career Center requires substantial planning and careful consideration with all those affected. Every effort should be made to inform everyone affected as fully as possible about the conditions leading to the decision of such importance, and all available information should be shared. As the immediate interests of current students and faculty are most directly affected, their present and future prospects require sensitive and timely attention and involvement. The Hazleton Area Career Center’s Practical Nursing Teach Out Policy aims to protect the interests of students and faculty and to satisfy the requirements established for the program by the Middle States Association of Colleges and Schools Commission on Secondary Schools (MSA CSS) during this process.

In accordance with Federal Regulations, the Hazleton Area Career Center’s Practical Nursing Program is required to submit a Teach Out Plan to MSA-CSS for approval if any of the following occurs:

1. The institution notifies the Commission that it intends to cease operation entirely.
2. The Commission terminates accreditation or the candidacy of an institution.
3. The USDE notifies the Commission that it has initiated an emergency action against an institution or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act Program.
4. A State Licensing or authorizing agency notifies the Commission that an institutions license or legal authorization to provide an educational program has been or will be revoked.

More specifically, if the Hazleton Area Career Center’s Practical Nursing Program decides to close or the entire institution decides to close, one of the following options must be followed:

1. Execute a Teach Out Plan. The Teach Out option occurs when the institution “teaches out” currently enrolled students; no longer permanently admits students to program, and terminates the educational program or the operations of an institution.
2. Develop and implement a Teach Out Agreement. The Teach Out Agreement option occurs when the institution enters into a contract with another institution or organization to teach out the educational program.

Both Teach Out Plan and Teach Out Agreement must include the following information:

1. Dates of termination and closure.
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.
3. An explanation of how students will be helped to complete their program of study with minimal disruption or additional expense.
4. How faculty and staff will be redeployed or helped to find new employment.
5. If closing an institution, a signed copy of Teach Out Agreements with other institutions, if any, and arrangement for the storing of student records, disposition of final financial resources and other assets.

The Teach Out Plan should make appropriate distinctions between prospective and currently enrolled students. The Teach Out period and the Teach Out Plan will vary by Practical Nursing Class number and must be determined and approved in advance at all required levels, as specified under Responsibilities as outlined below.

**Definitions**

1. *PN Program* – A certificate program is a coherent course of study leading to the awarding of the Practical Nurse credential. The graduate of the PN program is eligible to sit for the National Council of State Boards of Nursing (NCSBN) licensure examination, NCLEX-PN.
2. *Date of program termination* – The date on which the PN program is closed permanently to admission.
3. *Date of program closure* – The date on which the last student in Teach Out has completed the PN program.
4. *Notification* – A letter from an institution’s chief executive officer, or his/her designated representative, to the MSS CSS President summarizing a proposed change, providing the intended implementation date. The policy and procedures for reporting and review of institutional substantive change are outlined in the document *Substantive Change: Institutional Closure or Institutional Status Requiring a Teach Out Plan.*
5. *MSS CSS Accreditation Liaison Officer (ALO) –* The individual at the institution who is responsible for ensuring the timely submission of annual institutional profiles and other reports as requested by the Commission in the years between accreditation. With the Chief Academic Officer the Accreditation Liaison Officer is responsible for the accuracy of all information submitted to the Commission and for ensuring ongoing compliance with Commission standards, policies, and procedures beyond reaffirmation. During the Reaffirmation Cycle, the Liaison serves on the MSS CSS Self Study Team and overseas all staffing aspects of the Reaffirmation process.
6. *Teach Out Plan –* The written plan and subsequent process by which the PN program provides institutional and academic support services enrolled in an educational program that has been discontinued. The Teach Out process often extends well beyond the termination date (the date on which the site or program is closed permanently to admissions) to allow time for enrolled students to complete their program in a reasonable amount of time. The plan must provide for the equitable treatment of students in an institution.
7. *Teach Out Agreement –* A written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program.

**Procedures**

Responsibilities

The PN Program Coordinator (PPC), whose scope of authority involves an educational program being considered for termination shall inform and involve faculty and staff at the earliest possible stage of consideration. Once the decision to pursue closure of the PN program has been made, the PPC shall forward a proposal to the Director of the Hazleton Area Career Center. The proposal should be developed with the involvement of faculty and students if possible and should outline the:

1. Nature of the program.
2. Reason for termination.
3. Number of students currently enrolled.
4. Progression statistics of students in the program.
5. Resources used to offer the program.
6. Financial savings, if any, realized from the termination.
7. Explanation of how any students enrolled in the program will be helped to complete their program.
8. Assessment of whether any faculty will be adversely affected by termination, and
9. Explanation of how affected individuals will be informed of the planned termination.

The PPC should be available to brief the Director, and, in the case of the institution closing, the MSS CSS Accreditation Liaison Officer of the pending decision. The Director will work with the PPC to develop and coordinate presentations on the proposal to the Hazleton Area Career School District Administration.

The Director and the PPC shall work to develop a Teach-Out plan (See Appendix A, “Teach-Out Academic Plan”), and implement the notification elements of the plan for students and faculty. Appendix B provides a general summary used to brief faculty and students as “Sample Student and Faculty General Communication Summary.” Both current and prospective students should be notified as soon as practicable (See Appendix C and D for sample letters.) The PPC is responsible for ongoing monitoring and reporting on implementation of the Teach-Out plan. A monitoring report should be used to provide periodic reports to the Director on the status of the Teach-Out. The monitoring report shall also be used to advise students of their progress in the Teach-Out (See Appendix E, “Sample Program Monitoring Report.”)

The PPC will determine whether any faculty will be adversely affected by termination, and act to implement provisions in the Faculty contract. The PN Coordinator shall notify the Director and help facilitate the Directors presentation on the change to the Hazleton School District Administration.

The Director will insure the proposal for termination is brought forward for discussion by the Hazleton Area School District Administration. The Director will develop and coordinate the presentation on the proposal to the Hazleton Area School District Administration and work with the PPC to insure all affected parties are notified on pending decision. The affected parties must include the faculty, students, and classified staff. Once the Hazleton Area School District Administration has approved termination of the program, the Director will be updated periodically by the PPC on the notification, approval process, and implementation of the Teach-Out plan.

**Affected Groups**

1. Prospective students with active applications awaiting admission decisions to the PN program should be immediately advised to seek alternative schools. The PN program should immediately suspend admission of new students.
2. An academic plan should be developed for each enrolled PN class/student that enables him/her to complete the PN program requirements within the Teach-Out period. The Teach-Out period, typically, will continue for no more than the length of the program following the date on which the notice of termination is given to students. Classes, on a case-by-case basis, will determine the necessary length of the Teach-Out Program. Students who do not make adequate satisfactory academic progress on their academic plan for Teach-Out will be accountable to the PN program’s policy and standards for performance in nursing promotion.
3. PN students previously admitted into the terminated PN program who are not currently enrolled shall have their requests for readmission made on a case-by-case basis. At a minimum, the decision to readmit shall consider the ability of the program to offer needed courses within the Teach-Out period, and the student’s previous performance within the terminated educational program.
4. Faculty should be involved in and informed of the plans to terminate the PN program at the earliest possible stage of consideration. Faculty shall be informed of any potential layoff considerations covered by the faculty contract at the earliest possible stage of consideration and be kept apprised of recommendations forwarded to the Hazleton Area School District Administration regarding plans to terminate the PN program.

**Appendix A**

**Hazleton Area Career Center**

**Practical Nursing Program**

**Sample Teach-Out Plan Grid**

**Date of Program Termination:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** |   | **Level I** |   | **Level II** |   | **Level III** |  |
| **Fundamentals I, II, III** |   |   |   |   |   |   |   |
| **Care of Adult I, II, III** |   |   |   |   |   |   |   |
| **Anatomy/Physiology** |   |   |   |   |   |   |   |
| **PVR** |   |   |   |   |   |   |   |
| **Community Health**  |   |   |   |   |   |   |   |
| **Maternal Child Health** |   |   |   |   |   |   |   |
| **Geriatrics** |   |   |   |   |   |   |   |
| **IV Therapy** |   |   |   |   |   |   |   |

**Appendix B**

**Hazleton Area Career Center**

**Practical Nursing Program**

**Sample Program Termination**

**Student and Faculty General Communication Summary**

Currently Enrolled Students

At the time the decision was made to terminate the Hazleton Area Career Center Practical Nursing Program, 20 students were enrolled. Each of the students were notified of the change and have been in for advising regarding their ability to complete the program. All of the students are expected to complete the program no later than 20\_ \_. The Practical Nursing Department is committed to completing the 20 students currently enrolled. The department is contacting each of the students to inform them of this decision, develop a formal academic map and sign once complete. The academic map will be kept on file by the Coordinator and utilized for 1) advise the students each Level 2) track the Teach-Out Plan, 3) prepare the monitoring report.

Not Formally Admitted and Transfer Students

These students will receive a formal letter from the Program Coordinator of the decision to close the program. If additional information is required the student will be instructed to contact the Department and additional information can be given. These students will also be given information on other PN programs in the area.

Additionally, the Department will notify, in writing, all outside agencies that are utilized by the program regarding the decision to terminate.

Overall Student Communications

The Department will create a notice of termination on the Practical Nursing website; at [www.hasdk12.org/pnp](http://www.hasdk12.org/pnp)

**Appendix C**

**Hazleton Area Career Center**

**Practical Nursing Program**

**Sample Current Student Notification**

Subject: Current Student Notification

Dear:

As you have heard, the Hazleton Area Career Center Practical Nursing Program plans to close. The school has determined that the program will be closing due to . . . . . . The Hazleton Area School District has approved terminating the program on . . . . . . . . We regret that we will no longer be able to accept students and offer the program in the future. The Hazleton Area School District is committed to enabling students already enrolled in the program the opportunity to complete the program and obtain your Practical Nursing certificate. The program will have a Teach-Out plan in place to enable you to complete the program requirements and graduate.

The Teach-Out plan will work as follows: The current program and all required courses will run through . . . . . . . If you desire to earn this certificate, it is your responsibility to complete the program during the Teach-Out period. The Coordinator will assist you in identifying programs that you may wish to transfer, in the event you cannot complete the program during the Teach-Out period.

We ask that you work closely with the Coordinator, Faculty, and Administration, to ensure you are aware of all program requirements. You will be provided an academic plan that, if followed, will enable you to complete the curriculum plan with the Teach-Out period. The Hazleton Area School District wants to insure that the time, effort, and resources you have already devoted to the Hazleton Area Career Center Practical Nursing Program produce the results you want. We are committed to serving you and helping you complete your certificate.

Respectfully,

**Appendix D**

**Hazleton Area Career Center**

**Practical Nursing Program**

**Sample Not Formally Admitted and Transfer Student Notification Letter**

Subject: Not Formally Admitted and Transfer Student Notification Letter

Dear

Thank you for your interest in the Hazleton Area Career Center’s Practical Nursing Program. This letter is to inform you the Hazleton Area School District has decided to close the Practical Nursing Program as of . . . . . . . .

The Hazleton Area School District has made this decision based on . . . . . . .

If you have any questions about this decision, please contact the Department staff or myself. We will be more than happy to assist you.

Respectfully,

**Appendix E**

**Hazleton Area Career Center**

**Practical Nursing Program**

**Sample Program Monitoring Report**

**Date of Report:**

**Program Hours: 1,540 Clock Hours**

**Person Completing Report:**

**Number of Students enrolled since Termination Date:**

**Number of Students still Enrolled:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name | Hours Completed | Termination  | Signed Response | Withdrawal | Graduation |
|   |   | Letter Sent |   | Date | Date |
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