**AAS. Emergency Management Institutional Teach-Out Plan**

1. **Degree level and name of program to be discontinued** 
   1. Associates of Applied Science
   2. Emergency Management
2. **Required program credits to completion** 
   1. 90 - 91 credits
3. **Date/s Institutional approval to discontinue the program**
   1. TBD
4. **Date of Suspension of student admission** 
   1. 12/31/2017 no longer accepting new students
   2. 6/16/18 Suspension of the EM program
5. **How were all student majors notified?** 
   1. Students will be notified via their MyClackamas student email address and their secondary email address on file. They will also be mailed a suspension letter outlining the timeline for the program and steps needed for completion to the mailing address on file. These will be completed during the Winter Term 2018.
6. **Date of the last term of program teach-out** 
   1. Spring 2019
7. **How will these promises to the students be met?**
   1. Students will be notified that the Emergency Management program will be suspended at the end of the Spring Term 2018. Students who have not currently registered for classes will need to complete at least one course before the end of Spring Term 2018 in order to be assigned into the 2017-2018 catalog year for the AAS degree. Because this degree is primarily online and courses are finished at their own pace, students are able to complete more than 12 credits per term. This makes the 5 term timeline for completion realistic in that there is no limit to the amount of EM specific courses a student can register for per term. Online EM courses are available on the FEMA website year around unlike traditional courses at CCC which are offered term by term. Once the materials for the course are completed, the students receive a certificate of completion which is then transcribed into credit.
   2. All students will need to complete all of the Emergency Management specific courses before Spring Term 2019. After that date, the current Emergency Management courses will no longer be offered. Students will be informed that the intention is not to use courses from the new degree (projected to be offered for the 2019-2020 catalog year) to complete the current program. These steps and rules will be specifically outlined in the emails and letters they receive.
   3. Since students have 5 years to complete graduation requirements in an active catalog year, Emergency Management students will be able to continue working on their Related Instruction and General Elective requirements up until Spring Term 2023, after which the 2017-2018 catalog year will expire and they will no longer be able to complete the AAS. Emergency Management degree.
8. **Maintain the necessary experience, resources, and support services**
   1. Because many of our student have been working on this degree for several years, the Wilsonville Advising office will work one on one with students to ensure that they are completing the correct catalog year requirements and receive the support they need to graduate on time.
   2. This will require substitutions and waivers for some of the Emergency Management core requirements, as many of these courses are no longer active through the FEMA Independent Study program and cannot be completed by students. Many of the substitutions for the core requirements will come from the Emergency Management elective list. If students have more than the minimum 90 credits of college level coursework completed, some of the core requirements may be waived. These substitutions and waivers will be completed in compliance with graduation standards of the college.
9. **Remain stable, carry out its mission, and meet all its obligations to students**
   1. Students will be given 5+ terms advanced notice of the suspension and teach-out plan for the emergency management program so that they can plan accordingly for completion. The Wilsonville Advising office will work to ensure that students are notified about the change and are prepared to make informed decisions about their degree completion plan.
   2. Students are informed that many of the Emergency Management Elective courses are state and local trainings that do not have a regular schedule and may be offered intermittently. There are several FEMA Independent Study courses that were added to the elective options for the 2017-2018 catalog year to help buffer the dependence on the local trainings and assist students in their ability to complete the program requirements in a timely manner.
   3. Students are informed that the degree is not intended to be transferrable to continue onto a Bachelor’s Degree since the Emergency Management courses are graded as P/NP with the exception for EM 280.
   4. Students are notified that the degree is intended for students who are residing in our partnership states from which we can accept local and government trainings to transcript into credit for the degree. Non-partnership state trainings are not accepted and would therefore impede graduation for students living in those states.
10. **Offer the program without additional charge** 
    1. The program cost will remain the same. Currently Emergency Management specific courses are $40 per course. The Related Instruction Requirements, EM 280 and General Elective courses required for the degree will remain the regular tuition rate. Students may also choose to fulfill the General Elective courses by completing an excess of Emergency Management Elective courses, in which case the cost will be $40 per course.